



BUSINESS SYSTEMS MANAGER



PORT CORPUS CHRISTI®



BUSINESS SYSTEMS MANAGER

Port Corpus Christi (PCCA) is currently seeking a resourceful and proactive IT professional to join our team! This position researches, analyzes, designs, implements, maintains, and enhances the PCCA's business systems and collaborates with various departments and administration to establish goals and priorities for system solutions to meet PCCA needs.

BUSINESS SYSTEMS MANAGER:

- Oversees the stability and maintenance of the PCCA's business systems
- Manages IT support staff who are responsible for business systems
- Develops systematic approach to solve business operation issues and demands
- Ensures the creation and maintenance of all written documentation, including system and user manuals, license agreements and documentation of modifications and upgrades
- Works with staff to improve user effectiveness and foster innovation
- Develops and trains system users to optimize the capabilities of the system and create new process efficiencies
- Oversees the modeling, design and database development of a data warehouse
- Responsible for all conceptual, logical, and physical data modeling to support current and future business and technology requirements
- Reviews, analyzes, and creates detailed documentation of user needs and business systems, including workflow, program functions, and steps required to develop or modify business processes
- Provides leadership and technical expertise to enable effective data warehouse strategies and goals
- Ensures business systems are developed according to high standards and that customers receive excellent service and support
- Interacts with system users to learn about detailed and specific sources of information, processing, control functions, output formats and frequencies of the process
- Assists Director of IT in creating the capital and expense IT budget
- Provides guidance and effective leadership to staff; analyzes and assists workers in resolving work issues and oversees coordination of team members assignments
- Monitors and assesses staff work performance, provides performance coaching when needed including completing employee development and improvement plans
- Adheres to all PCCA policies, promotes and adheres to the SEAPORT values, maintains good employee relations and encourages and fosters a helpful environment where teamwork prevails; assists senior management and office staff where appropriate
- Drives vehicle as necessary to complete assigned tasks and works required hours/shifts, including on call on rotating basis, to fulfill department objectives



CANDIDATE PROFILE

The preferred candidate for this position should be a disciplined individual with a focus on maintaining optimal integrity in support of the PCCA. They must possess the following:

ESSENTIAL SKILLS

EDUCATION AND CREDENTIALS

- Bachelor's degree in computer science or equivalent education and work experience
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment
- Good driving record with valid driver's license

EXPERIENCE & JOB KNOWLEDGE

- Experience analyzing and improving business and technical processes
- Experience in business process re-engineering, process optimization and implementation of ERP or CRM application systems
- Experience with MS SQL Server, MySQL, and Microsoft Access.
- Preferred experience with J. D. Edward's software, Kronos System and Traffic & Cargo Systems
- Experience exercising good judgement, diplomacy and tact when completing assignments and dealing with people
- Ten years experience in design, implementation and programming interactive systems for ERP and Windows base applications
- Ten or more years of progressive IT experience, including experience in a multi-office environment

TECHNICAL SKILLS

- Strong project management, organizational and time management skills
- Demonstrated ability to manage multiple concurrent projects
- Strong programming and report writing skills required

- Detail-oriented, accurate, use of good judgment, tact; ability to work independently and well with others
- Effective interpersonal, analysis, and problem-solving skills with ability to facilitate and lead a collaborative environment
- Professional, dynamic, excellent interpersonal communication skills both verbal and written; self-starter capable of independent work and self-creative teamwork
- Ability to perform research, evaluate alternatives and provide recommendations
- Proven ability in PC software/hardware, communications and networks
- Ability to operate standard office equipment and drive a lightweight highway vehicle to meetings and work-related events
- Ability to understand, interpret and apply PCCA policies, tariffs, SEAPORT values, state/federal laws

ESSENTIAL PHYSICAL JOB FUNCTIONS

- Ability to perform essential job functions, including but not limited to frequent standing, walking, sitting, speaking or hearing, typing and occasional reaching, stooping, kneeling, lifting and/or moving up to 20 pounds with or without reasonable accommodation
- Ability to work in a general office environment, with some exposure to the elements when visiting worksites
- Ability to work the requisite hours to fulfill position objectives, including evenings, weekends, on call and/or on a rotating basis after regular working hours, as needed



COMPENSATION & BENEFITS:

Our employees enjoy a fabulous benefits package including:

Competitive salary paid bi-weekly	Tuition reimbursement
Texas County & District Retirement System (TCDRS) retirement system	Passes to local venues, such as the Texas State Aquarium and the USS Lexington Museum
457 deferred compensation plans	Paid leave (vacation/sick/bereavement)
Flexible Spending Account	Eleven paid holidays
Low-cost, high quality benefit package including health, dental & vision plan	Volunteer Time Off, Wellness Program & Health Club benefit

Salary commensurate with experience.

APPLICATION PROCESS

The Interested and qualified candidates may apply online at www.portofcc.com or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be submitted to the PCCA Human Resources Department on or before December 14, 2018, 4pm CST.

PCCA leadership will review submittals and the most qualified candidates will be invited for a meeting to further discuss the position. The successful candidate will undergo a background investigation and must be ELIGIBLE TO OBTAIN a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514.



ABOUT PORT CORPUS CHRISTI

MISSION

Leverage commerce to drive prosperity

VISION

To be the energy Port of the Americas

WHO WE ARE

- >100 million revenue tons in 2017 (4th in nation)
- >85,000 Port related jobs with 200 + Employees
- >\$335 Million State and Local Tax Revenue
- Over 25,000 acres under management
- Public Corporation and Texas Political Subdivision
- 10-Year \$1 Billion Capital Investment Project

IN THE LAST DECADE

- Significant Diversification of Cargo & Customers
- Operating Revenues of Nearly \$100 Million
- Total Assets in Excess of \$700 Million
- Capital Expenditures in Port Infrastructure exceed \$100 Million annually
- Environmental Investments > \$25 Million

PCCA facilitates goods movement all over the world; from petrochemical to agriculture; from wind components to hot briquette iron.

PCCA is a recognized leader in environmental initiatives and stewardship

PCCA's Engineering Services Department is responsible for execution on over \$700 million in capital projects over the next decade.

PCCA is protected by a state-of-the-art security department, with a fully sworn police force

PCCA operations are guided by an Environmental Management System, ISO 14001, providing environmental awareness and protection of assets.

PCCA is governed by a seven-member board with appointees from the City of Corpus Christi, Nueces County and San Patricio County.



Corpus Christi is a coastal city in South Texas with a temperate climate and friendly people. The region features miles of shoreline and abundant outdoor recreational opportunities, numerous festivals, entertainment venues and culinary options. A strong local workforce is bolstered by exceptional higher education opportunities at Texas A&M University Corpus Christi and through the Del Mar College System. With a metropolitan area of nearly half a million people, the city is packed with modern amenities and traditional comfort.