



VICE PRESIDENT OF LOGISTICS POSITION DESCRIPTION

TexAmericas Center (TAC) is a special purpose district of the State of Texas. The Charter of TAC is to promote economic redevelopment of closed and surplus military property in Bowie County, TX. This position will provide key support to the on-going mission of TexAmericas Center.

GENERAL DESCRIPTION

The Vice President of Logistics reports directly to the Executive Director/CEO and performs complex professional work in helping achieve the rapid and financially sound redevelopment and reuse of the TexAmericas Center. Redevelopment efforts focus on the development of strategies and programs for attracting lessors, purchasers and contracted third party logistics (3PL) projects for sites and parcels; the identification of and outreach to target industries, employers, developers, etc., for the reuse of TexAmericas Center land or buildings; and the successful completion of economic development programs, projects and transactions.

PRIMARY RESPONSIBILITIES

- Work with Executive Director/CEO to accomplish goals and objectives established in cooperation with Board of Directors.
- Oversee and manage all aspects of Logistics day-to-day operations including sales, budget planning and management, procurement, Logistics Management and Contract Negotiation.
- Responsible for planning and overall management of Logistics Operations.
- Responsible for customer engagement and contract negotiation.
- Responsible for hiring staff in compliance of awarded contract.
- Responsible for contract compliance to include P&L and MOS oversight for each customer contract.
- Responsible for capital planning and expenditures.
- Responsible to generate and follow up on business development leads.
- Represent TexAmericas Center at various community activities and work with business leaders in the community.

ADDITIONAL RESPONSIBILITIES

- Analysis of alternative economic development strategies, programs and reuse proposals.
- Develop and refine site informational materials.
- Conduct site tours.
- Analyze business financial and incentive package proposals.

- Conduct economic development research.
- Maintain participation and coordination with local, regional, state and national organizations.
- Seek redevelopment funding through appropriate federal and state programs for job creation and facilities development initiatives.
- Prepare reports, maintain records and files; prepare correspondence.
- Prepare, present and defend decision recommendations.
- Perform duties of other TexAmericas staff members as backup.
- Identify needs and requirements for business development activities.
- Prepare and utilize business development material and presentations.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Substantial knowledge and experience in Logistics Management, Business Management and economic development principles and practices; knowledge of private sector development process and requirements; ability to write in a clear and concise manner; outstanding public speaking skills; proficiency in MS Office Professional suite of software and other appropriate computer software; ability to establish and maintain effective teamwork relationships with TexAmericas Center staff, public officials, and prospective clients.

EDUCATION AND EXPERIENCE

Bachelor's degree in the Logistics business related field, or any combination of education and experience equivalent to graduation from an accredited college or university with major course work in Logistics. Five years minimum management experience with demonstrated experience in personnel recruitment, hiring, evaluation and team building. Experience with Logistics Warehousing projects, to include new build and renovation of existing facilities. Experience negotiating and executing Commercial and Government contracts.

SALARY AND BENEFITS

Salary commensurate with qualifications. Health, Vision, Dental, and Life for employee are provided. Family benefits are available. Generous 457(b)/401(a) and leave package are available after 6 month vesting period.



SPECIAL REQUIREMENTS

Take pre-employment and annual physical examinations certifying ability to perform the essential job functions.

Must be a US Citizen, at least 18 years of age, minimum high school graduate or GED, subject to drug screening at any time without notice, background investigation and have a valid driver's license. Work will be performed upon an active military installation and further background investigations may be required to satisfy DOD requirements. Such investigations and DOD approvals will be a condition of employment.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature

Date

TexAmericas Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, TexAmericas Center will attempt to provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate TexAmericas Center representatives.