Port of Camas-Washougal

Contract & Records Administrator

Salary Range: $72,985.15 – $102,851.50

Salaried (Exempt) *Reports to: Environmental/Project Manager* *Effective: 11/01/2026*

Job Closing Date: Thursday 11/26/2026 5:00 PM

How to Apply

To apply for this position, please submit a completed Port job application, current resume, and cover letter to **jen@portcw.com**.

Applications are available on the Port's website at www.portcw.com or can be picked up in person at the Port Administration Office, 24 South A Street, Washougal, WA 98671.

Job Schedule:

- Monday – Friday, 8:00 am – 5:00 pm.

Benefits Paid by the Port :

- **Medical/Dental Insurance:** Family Premium > Yearly Cost $38,055.72.
- **Life Insurance Employee only:** Policy Value $35,000 and AD&D of $5,000.
- **PERS Retirement:** Employer Contribution is 5.58%.
- **Paid Vacation:** 8 hours accrue at the end of every month.
- **Paid Sick Leave:** 8 hours accrue at the end of every month.
- **Paid Holidays:** 12 paid holidays in a calendar year, with 3 floating holidays.
- **Wellness Benefit:** $35.00 monthly (up to $420 annually), deposited into a VEBA account.
- **Long-Term Care Policy:** Up to $35.00 toward WA Cares.
- **Cell Phone Reimbursement:** $50.00 per month if eligible.

Employee-paid or employee-contributed benefits:

- Federal income tax withholding
- Social Security Employee Contribution (6.2%)
- Medicare Employee Contribution (1.45%)
- Employee contribution rates vary depending on the retirement plan selected. The mandatory employee contribution rate for PERS Plan 2 is currently 5.38% of gross pay.
- Long-Term Disability Insurance (Optional).

This job offer is contingent upon the following:

- Completion of a satisfactory background check and Motor Vehicle Report (Port employees must be able to drive Port trucks)
- Passing a drug test.

JOB DESCRIPTION

The Port of Camas-Washougal believes that each employee makes a significant contribution to the Port's success, and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer services wherever and whenever necessary to ensure the success of the Port's endeavors.

General Position Summary:

The Contracts& Records Administrator performs professional-level contract administration work for the Port and manages contracts throughout the full contract lifecycle. The position works closely with Port staff, project managers, legal counsel, consultants, and vendors to support the planning, solicitation, execution, administration, and closeout of contracts in accordance with applicable requirements and Port policies.

The position also coordinates Port-wide records management and public records requests, maintains asset management records, and supports financial tracking and reporting for federal, state, and local grants awarded to the Port of Camas-Washougal.

Work is performed with a high degree of independence within established policies and procedures. The position provides technical guidance, helps identify and address contractual and financial risks, and supports the Port's operational and strategic objectives.

Essential Responsibilities:

The principal duties and responsibilities listed are intended to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are subject to change as the needs of the employer and requirements of the job change.

Contract Administration & Procurement

- Administer contracting processes for Port projects and initiatives, including public works, small works, professional services, personal services, and purchased services contracts. Prepare or process amendments and change orders.
- Create and maintain comprehensive contract files. Review required documentation, including contracts, insurance, bonds, intents, and affidavits, for completeness and compliance with applicable requirements.
- Review contract payments for accuracy through the appropriate Accounts Payable approval process. Monitor project expenditures, budgets, contract milestones, and expiration dates.
- Use MRSC Rosters to generate project-specific rosters, research contractor and consultant information, and report small works roster bid awards.
- Coordinate bid solicitation, opening, and award processes, including preparing bid packages, roster solicitations, and public advertisements. Review bids for accuracy, completeness, and compliance with applicable requirements.

- Review and recommend updates to procurement and contracting policies, procedures, and processes to reflect current requirements.
- Provide guidance and training to staff on procurement, bidding, and contracting requirements and Port procedures.
- Research contractual and financial issues and coordinate document revisions with appropriate staff and legal counsel.
- Monitor grant compliance, including ensuring expenditures and invoices align with the approved grant scope and agreement requirements. Coordinate with Finance and project staff to maintain supporting documentation and complete required grant closeout activities.

Project Coordination & Process Improvement

- Provide coordination and administrative support for projects involving multiple departments, including tracking information, coordinating staff input, and maintaining project documentation.
- Assist with process, preparation, and updates to project scoping forms, the annual Capital Plan, and the five-year Capital Plan.
- Recommend improvements to procedures and workflows to strengthen consistency, efficiency, and collaboration across departments.
- Develop and maintain proficiency in FMX, Monday.com, and other asset and project management systems used by the Port.
- Enter and review asset and project data to ensure accuracy, completeness, and consistency.
- Work with other staff on special projects as assigned.

Asset Management & Systems

- Maintain Port inventory records for small equipment, including computers, monitors, televisions, phones, and similar items. Responsibilities include maintaining inventory logs and tagging records and coordinating annual physical inventories with Facilities, Finance, IT, and other responsible staff to ensure accurate tracking.
- Work with the Director of Facilities and Project Manager to identify asset impacts from projects and track new, modified, or retired assets.
- In coordination with the Facilities Department and Project Manager, provide an annual asset inspections report.
- Prepare an annual report in accordance with the asset management program, tracking and updating asset condition, useful life, and replacement planning information in coordination with the Facilities Department and Project Manager.
- Coordinate with Finance to maintain fixed asset information and support updates to depreciation schedules.
- Contribute to asset management procedures, guidance documents, and standards.

Records Management & Public Records Requests

Specialized training in Washington State public works administration and consultant selection requirements is required.

Preferred Qualifications

- Experience using MRSC Rosters.
- Experience with the State of Washington's Public Records Act.
- Experience with asset management principles.
- Professional certification in Contract Management Professional (CMP) or Certified Public Procurement Officer (CPPO) certification and Washington Association of Public Records Officers certification equivalent is preferred.

Physical Requirements/Job Conditions:

Physical ability to sit, stand, and bend for extended periods throughout the workday; talk, hear, walk, push/pull, stoop, kneel, and reach on a regular to seldom basis. Repetitive hand motions on a frequent basis including fingering, grasping, and handling. Ability to read handwritten and typed documents on paper and/or on computer screens. Ability to lift or carry objects weighing up to 20 lbs. and drive on an as needed basis. Work generally takes place in a climate-controlled office environment. Working normal office hours. Same-day travel (no overnight) may be required.

Job Competencies:

- Analytical skills - collects and researches data; uses experience to complement data; designs workflows and procedures.
- Problem-solving skills - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- Technical skills - assesses own strengths and weaknesses; pursues training and development opportunities; strives to build knowledge and skills continuously; shares expertise with others.
- Customer service skills - manage difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Interpersonal skills - focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral communication skills - speaks clearly and persuasively in positive and negative situations; listens carefully and sincerely considers the ideas of others; respects diverse opinions; responds well to questions; shares information and encourages openness in communications.
- Written communication skills - writes clearly and informatively; able to read and interpret written information.
- Teamwork skills - balances team and individual responsibilities; exhibits objectively and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational support - follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

- Strategic Thinking - Develop strategies to achieve organizational goals.
- Judgment - Displays willingness to make decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Set and achieve challenging goals.
- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- Initiative - Undertakes self-development activities; asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; generates suggestions for improving work.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.