

Program Manager

Full-Time, 3-Year Contract

Salary Range: \$107,709.52 – \$152,618.61

Salaried (Exempt)

Reports to: Executive Director

Effective: Start Date TBD – Contract End Date

Job Closing Date: 10/16/2026

TO APPLY

If you are interested in this outstanding opportunity, please submit your application (electronically) to jen@portcw.com by **October 16, 2026**. Port applications are available on the Port website: <https://portcw.com/career-opportunities/>.

Resumes will be screened based on the criteria outlined below in this brochure. To be considered, candidates are required to submit the following:

- Port application
- A compelling cover letter (1 page maximum, font size 10 or larger)
- Comprehensive resume (font size 10 or larger)
- Answer supplemental questions (2 pages maximum, font size 10 or larger)

SUPPLEMENTAL QUESTION

- Reflecting on each of the three Essential Responsibility categories, please describe an achievement or lesson learned, using a detailed example. Explain your role, what you did, and what resulted from your actions. (2 pages maximum, font size 10 or larger)

Benefits Paid by the Port

- **Full Family Medical/Dental Insurance:** Premium fully covered.
- **Life Insurance:** Premium fully covered.
- **Long-Term Disability (LTD) Insurance:** Premium fully covered.
- **WA State PERS Retirement:** Employer contribution 5.5%.
- **Vacation/Sick Leave:** Accrue 8 hours of Vacation and Sick leave at the end of every month.
- **Paid Holidays:** 12 Employer paid holidays a year
- **Floating Holidays:** 3 Floating holiday days
- **Wellness Benefit:** \$35 Month (up to \$420 per year) Deposited into a VEBA account.
- **Cell Phone Reimbursement:** Partial reimbursement is available.

****1 Year Probationary Period****

JOB DESCRIPTION

The Port of Camas-Washougal recognizes that every employee plays an important role in the Port's overall success, and that contribution should not be limited by the assigned responsibilities. This position description defines the primary duties, qualifications, and job scope, but is not intended to limit either the role or the organization to those items listed. Employees are expected to use their skills and expertise as needed to further the Port's objectives and support operational success.

Position Overview:

Under the general direction of the Executive Director (ED), the Program Manager serves as a member of the Leadership Team and provides strategic, cross-functional leadership to advance the Port's mission, strategic plan, and annual priorities. The position leads and supports Port-wide policy development, performance measurement and reporting, process improvement initiatives, strategic communications, stakeholder engagement, legislative affairs, and special projects as assigned.

The Program Manager works across departments to promote organizational alignment, strengthen systems and operating practices, and ensure that programs, projects, initiatives, and policies are coordinated, accountable, and responsive to the Port's operational, regulatory, fiscal, and community responsibilities.

Essential Responsibilities:

The principal duties and responsibilities listed are intended only as illustrations of 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 also subject to change by the employer as the needs of the employer and requirements of the job change.

Essential responsibilities for the Program Manager position may include, but are not limited to, the following:

Organizational Alignment

- Provide leadership support to the ED to advance the Port's mission, strategic agenda and fulfill annual priorities.
- Serve as a key member of the Leadership Team, contributing to cross-departmental planning, policy development, and operational performance.
- Facilitate effective interdepartmental communication to ensure alignment with Port goals, policies, and performance expectations.
- Perform Port-wide and department specific analysis of policies and operating procedures; then update, develop and deploy policies, programs, and procedures that ensure regulatory compliance, fiscal responsibility, accountability, and effective risk management practices.
- Identify and address organizational inefficiencies or gaps through systems thinking approaches and process improvement initiatives.
- Oversee the Port's Strategic Plan performance reporting – including identifying and developing performance measures, coordinating data collection, analyzing results and preparing reports.
- Develop work plans for assigned Port-wide initiatives, including milestones, responsibilities, and methods for tracking progress. Identify barriers, coordinate follow-up, and report progress to the ED and Leadership Team.

- Manage special projects assigned by the ED, including coordinating participants, tracking deliverables and deadlines, and preparing recommendations or final reports.

Communication and Stakeholder Management

- Represent the Port in internal and external settings, including public forums, advisory committees, business engagements, and civic and political events.
- Oversee the implementation of the Communications and Customer Service Plan – including providing training on messaging and brand to ensure department staff are consistently using the plan.
- Stay up to date on emerging communication trends and technologies; recommend, develop and manage new communications tools that broaden and deepen the Port's communications efforts.
- Provide strategic communications and engagement guidance to operational and project teams.
- Prepare or coordinate presentations, reports, and other communications for the ED, Leadership Team, and Port Commission as assigned.

Legislative Affairs

- Track state and federal legislation relevant to the Port's priorities, assess its potential impact on the Port, and provide strategic guidance and recommendations on position statements. Provide reports to the Leadership Team and Commissioners as appropriate.
- Monitor legislative calendars, committee hearings, and stakeholder actions; ensure Leadership Team is aware of items affecting the Port's priorities.
- Provide support to the ED in establishing and maintaining relationships with legislators, congressional staff, consultants, lobbyists, intergovernmental partners, industry groups and community organizations.
- Assist in scheduling legislative meetings, preparing materials, and participating in meetings and events.

Job Scope & Accountability:

The Program Manager reports directly to the ED. Work is of a diverse and highly complex nature, frequently requiring careful analysis and sound judgment. The incumbent operates independently within established policies, procedures, and regulations, while also leading the development and implementation of organizational policies and procedures. This role collaborates closely with the ED on operational and strategic planning and execution. Errors or lapse in judgment can impact the Port's reputation and weaken stakeholder relationships, potentially resulting in lost revenue and negative impacts on the Port's bond rating.

Supervisory Responsibility:

This is not a direct supervisory position. The Program Manager may exercise functional and technical supervision over assigned professional, management, and administrative staff on specific assigned projects and initiatives.

Interpersonal Contacts & Skills:

The incumbent initiates most communication, which occurs with individuals both internal and external to the organization. Communication may be face-to-face, written, or over the phone and may involve

challenging situations, including confidential or sensitive information. Contacts may include employees, Port Commissioners, public officials, tenants, business and community partners, and members of the public.

Minimum Qualifications:

Required Knowledge / Skills / Abilities:

- Demonstrated senior-level management experience in public administration, government relations, legislative affairs, and/or communications, preferably within a port or public sector environment.
- Knowledge of principles, practices, and methods of change management and the social, intergovernmental, and operational issues influencing Port operations.
- Ability to represent the organization persuasively and diplomatically to internal and external stakeholders, community partners, business leaders, government officials, and the community at large.
- Strong leadership skills with demonstrated conflict-resolution, team building, and personnel management capabilities.
- In-depth knowledge of principles and practices of public policy development, legislative processes and government relations.
- Excellent negotiation, communication, and stakeholder engagement skills, including the ability to foster collaborative partnerships.
- Strong organizational and project management skills with ability to prioritize and manage multiple complex initiatives/projects simultaneously under tight deadlines.
- Self-motivated and able to work independently while effectively integrating into and leading a professional team.
- Proven critical thinking and problem-solving skills, exercising sound judgement and discretion in sensitive or complex situations.
- Ability to analyze and identify complex administrative, operational, economic, financial, budgetary, and organizational issues; evaluate alternatives; provide sound, logical, fact-based conclusions and recommendations.
- Ability to collect, evaluate, and interpret complex data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools and modeling; and synthesis findings into clear, compelling narratives that communicate the Port's work, performance, and community outcomes.
- Strong written and verbal communication skills, including the ability to effectively engage with diverse audiences such as business clients, public officials, community members, and stakeholders.
- Proficiency in standard office software and specialized tools relevant to port operations, economic development, and property management functions.
- Commitment to principles of equity, inclusion, transparency, and ethical conduct in public service.

Education and/or Experience:

Education: Bachelor's degree in Public Administration, Business, Economics, Real Estate, Urban Planning or related field (advanced degree preferred).

Experience:

- 7+ years of progressive leadership in port operations, economic development, real estate, or public-sector administration.
- Demonstrated success in supervising staff, managing budgets, and overseeing complex projects, programs and initiatives.
- Experience working with elected boards, public agencies, businesses, and diverse community stakeholders.
- Experience directing operational activities, communications, community engagement, marketing, financial oversight, and other activities relevant to public-sector administration or Port operations.
- Familiarity with federal, state, and local regulations impacting port operations and development.

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 and at various outdoor locations where adverse weather conditions, uneven ground, exposure to moving machinery and moderate to loud noise are common. Working normal office hours, with occasional evening or weekend work required for community meetings, tenant needs, or special events.
- Primarily office-based with regular on-site presence at Port facilities.

Job Competencies:

- Analytical skills – Collects, research and analyze data effectively; complement data with professional experience and judgement; synthesize findings into clear, actionable recommendations.
- Problem solving skills - Identifies and resolves problems in a timely manner; skillfully gathers and analyzes information; develops alternative solutions; works well in group problem solving situations; maintain rationality even in emotionally charged situations.
- Technical skills - Assesses personal strengths and development needs; pursue training opportunities; continuously builds technical and functional expertise; shares knowledge to support team growth.
- Customer service skills - Responds to and resolves difficult or sensitive customer situations with professionalism; champion a culture of service excellence.
- Interpersonal skills - Focuses on conflict resolution and problem-solving without assigning blame; maintains confidentiality; demonstrates emotional intelligence; receptive to others' ideas and open to innovation.
- Oral communication skills - Communicates clearly and persuasively in diverse situations and with varied audiences; active listener; values diverse opinions; responds thoughtfully to questions; fosters open, respectful and transparent dialogue.
- Written communication skills - Produces clear, concise, and persuasive written materials tailored for different audiences; capable of interpreting and synthesizing complex documents and information.

- Teamwork skills - Balances team and individual responsibilities; demonstrates openness to different perspectives; gives and receive constructive feedback; contributes to building a positive team environment; supports collective success.
- Diversity and inclusion - Demonstrates knowledge of Equal Employment Opportunity (EEO) policy; respects and values cultural differences; educates others on the importance of diversity and inclusion; promotes a harassment-free, inclusive workplace.
- Ethics – Acts with honesty, integrity, professionalism and ethical standards; upholds organizational values; treats others with respect; keeps commitments; earns and maintains the trust of others.
- Organizational support – Adheres to policies and procedures; consistently delivers accurate and timely work products; supports and advances organizational goals and values.
- Strategic thinking - Develops and implements strategies that align with and advances the Port’s mission and long-term goals.
- Judgment – Exercise sound judgement in decision-making; involves appropriate stakeholders; makes timely and well-informed decisions.
- Motivation and initiative - Demonstrate consistent energy, engagement, and initiative; inspires and motivates others to achieve their goals; remains focused and resilient in overcoming obstacles; seek continuous personal and professional growth opportunities; proactively identifies needs for support and offers assistance to others, when appropriate.
- Professionalism – Interacts with others tactfully and respectfully; performs well under pressure; accepts responsibility for actions; follows through on commitments regardless of position or status.
- Quality - Demonstrates accuracy and thoroughness; continuously seeks ways to improve processes and promote a culture of excellence.
- Innovation – Embraces and champions new ideas, methods, and solutions; approaches challenges with resourcefulness and creativity; proactively identify and implement improvements.
- Dependability – Consistently reliable in completing tasks and meeting deadlines; takes ownership of actions and decisions; honors commitments and responsibilities.