

Port Manager (Secretary)

Port of Coulee City (Grant County Port District No. 4)

Part-Time Position

Location: Coulee City, Washington

Reports to: Port of Coulee City Board of Commissioners

Position Overview

Grant County Port District No. 4 (Port of Coulee City) is seeking a highly organized, self-directed professional to serve as the Port Manager. As a small rural port district with limited staff capacity, the Port relies on a manager to oversee day-to-day administrative operations, property and lease management, coordination with the Port Commission, compliance with Washington State law, and support for special projects and funding pursuits.

This is a part-time position. The Manager is responsible for ensuring the Port's operations, records, and public processes are conducted in accordance with Washington State law, Port policies, and best practices for small public agencies.

Key Responsibilities

1. Administrative & Commission Support

- Coordinate all Port Commission meetings, including scheduling, agenda preparation, legal noticing, and meeting logistics.
- Support a Commission that typically meets once per month and no more than twice per month, ensuring timely preparation and distribution of meeting materials.
- Prepare accurate meeting minutes in compliance with RCW requirements.
- Maintain Port records, files, resolutions, policies, and public documents in accordance with the Washington Public Records Act and state retention schedules.
- Serve as the primary administrative point of contact for Commissioners, tenants, vendors, consultants, and the public.
- Manage official correspondence and routine communications on behalf of the Port.

2. Financial Processing & Accounting Coordination

- Process routine accounts payable and accounts receivable transactions.
- Maintain organized financial records, invoices, contracts, and supporting documentation.
- Coordinate with the Port's contracted accountant or CPA on monthly reports, annual financial statements, tax filings, and audit preparation.
- Review financial information prepared by the accountant for completeness prior to Commission meetings.
- Monitor budgets and assist the Commission with annual budget development.
- Support compliance with Washington State Auditor's Office requirements and audit documentation requests.

3. Property & Asset Management

- Oversee day to day management of Port owned properties, facilities, and leases.
- Monitor lease renewals, insurance requirements, and tenant compliance.
- Conduct periodic site visits to ensure facilities are well maintained and leases are being followed.
- Coordinate maintenance, repairs, and small capital improvements with contractors and service providers.
- Maintain an up to date inventory of Port assets and property records.

4. Contract, Vendor, & Consultant Oversight

- Manage Port contracts, including engineering, legal, maintenance, and professional services agreements.
- Coordinate work with Port engineers, planners, attorneys, and consultants on capital projects, permitting, and technical studies.
- Assist with procurement processes, including RFPs/RFQs, when required.
- Track contract scopes, timelines, deliverables, and reporting requirements.

5. Regulatory & Policy Compliance

- Ensure Port operations comply with applicable Washington statutes, including:
 - RCW 53 (Port Districts)
 - RCW 42.30 (Open Public Meetings Act)
 - RCW 42.56 (Public Records Act)
- Maintain required public notices, resolutions, and policy documents.
- Support the Commission in updating policies, leases, and administrative procedures.

6. Special Projects, Grants & Funding Support

- Assist the Commission in identifying, pursuing, and managing special projects that advance the Port's mission.
- Research and prepare grant applications for local, state, and federal funding opportunities when directed by the Commission.
- Track grant requirements, reporting deadlines, and compliance obligations.
- Coordinate with consultants and state agencies to develop scopes of work, cost estimates, and project documentation.

7. Strategic & Community Coordination

- Represent the Port in routine interactions with local governments, Grant County agencies, community partners, and state entities.
- Support Commissioners in advancing Port priorities, partnerships, and economic development initiatives.
- Provide administrative support for long range planning and capital improvement discussions as directed.

Qualifications

Required

- Experience in public administration, special purpose districts, municipal operations, or similar roles.
- Strong organizational skills with the ability to manage multiple responsibilities independently.
- Experience preparing agendas, minutes, and public meeting materials.
- Familiarity with Washington State public agency requirements, including OPMA and Public Records Act.
- Ability to work effectively with elected officials, consultants, tenants, and the public.
- Excellent written and verbal communication skills.

Preferred

- Experience working with Washington State port districts or small rural public agencies.
- Basic experience with financial processing, budget tracking, or coordination with accountants.
- Experience with property management, lease administration, or facilities oversight.
- Experience with grants, capital projects, or publicly funded programs.

Contract Structure & Expectations

- Commission meetings typically occur once per month, with occasional months requiring a second meeting.
- Compensation range: **\$2,500 – \$3,500 per month**, depending on experience and qualifications.