



OPENING: Director of Governmental Relations
EMPLOYER: Port of Kennewick
SALARY RANGE: \$ 125,000 - \$150,000 annually
LOCATION: Hybrid*, Kennewick , WA
JOB TYPE: Full-time
OPENING DATE: 10/27/2025
CLOSING DATE: 11/12/2025, 5:00 pm Pacific Time (US & Canada)
FLSA: Exempt
BARGAINING UNIT: N/A

*Port office employees currently work remotely three days a week. An employee's work requirements may require that the hybrid schedule is not available periodically. Further, this hybrid work schedule is subject to change or revocation as determined by Port administration and/or Commissioners.

The following overview briefly highlights the benefits currently available to full-time Port of Kennewick employees. The Port's staff handbook and any applicable summary plan descriptions or policies provide full benefit details. Further, these benefits and levels are subject to modification, revision, and elimination by action of the Port administration or commissioners, or as required by local, state, and federal law.

PAID HOLIDAYS:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Native American Heritage Day,
- Christmas Eve
- Christmas Day
- One Floating Holiday.

PAID TIME OFF (PTO):

The purpose of PTO is to provide employees with flexible paid time off for vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. The accrual schedule for full-time employees is as follows:

Completed Years of Service	PTO Days Per Year
0-4	28
5-9	32
10-14	36
15-19	40
20+	44

MANDATED BENEFITS:

Employees are entitled to participate in the Washington State Public Employee's Retirement System, the federal social security system, the state's unemployment, industrial insurance, paid family and medical leave, and the Washington Cares fund, or such other programs, as may be required by state or federal law. Employee deductions and employer contributions shall be as prescribed by such laws.

MEDICAL INSURANCE:

Employees meeting eligibility requirements are entitled to family medical coverage at the Port's expense, at coverage levels established from time to time by the CEO in accordance with RCW 53.08.170 and the Commission-approved budget.

DEFERRED COMPENSATION PROGRAM:

All employees may apply to enroll in the Washington State Department of Retirement Systems Deferred Compensation Program or another approved Port of Kennewick vendor non-state affiliated deferred compensation plan at the inception of their employment with the Port of Kennewick. Employees may dedicate contributions up to the maximum allowable amount of their pre-tax/post-tax income to be paid into the fund on each pay date. Upon completion of one full year of employment with the Port, all employees shall be deemed eligible by the Port Commission to receive a matching retirement benefit of up to 4 percent of the employee's base salary into the Washington State Department of Retirement Systems Deferred Compensation Program or the Non-State Affiliated 457b/401a Plan. Any investment into this plan by a Port employee is voluntary. Once the Port match is contributed to the plan, it shall be treated in the same manner as all contributions and invested at the direction of the employee.

HEALTH CARE REIMBURSEMENT PROGRAM:

The Port of Kennewick has adopted the HRA VEBA Medical Reimbursement Plan for Public Employees in the Northwest ("Plan"). The employer contributes to the plan on behalf of all non-represented employees ("Group") defined as eligible to participate in the plan and who submit completed enrollment documentation.

LIFE, DISABILITY, CANCER, OR OTHER BENEFITS:

Upon completing one full year of employment with the Port, all employees are eligible to receive up to \$70 towards a Port-approved disability, cancer, insurance, or another plan as approved by the CEO and CFO. Any additional contribution to this plan by an employee is absolutely voluntary and at their own expense.

OTHER BENEFITS:

Employees may receive partial reimbursement for expenses related to work-related use of a personal mobile telephone and carrier plan and/or for an internet plan and computer equipment required of an applicable hybrid work plan.