



PRINCE WILLIAM SOUND

REGIONAL CITIZENS' ADVISORY COUNCIL

Prince William Sound Regional Citizens' Advisory Council Job Description

Job Title: Contingency Plan Project Manager
Date: July 1, 2026
Reports To: Director of Programs

Job Summary: Oversee the Council's monitoring of oil spill contingency plans (c-plans) and contingency planning issues. The position includes coordinating volunteer efforts of the PWSRCAC Oil Spill Prevention and Response (OSPR) Committee, the C-Plan Project Team, project and contract management, and general budgeting and administrative responsibilities.

MAJOR RESPONSIBILITIES/ACTIVITIES

Project Management

- Develop, implement, and maintain all aspects of projects and programs as assigned, including project plans, determination of resources needed, budget development, and contract management, in line with the Council's mission and Long Range Plan.
- Serve as lead staff, coordinating with staff, Board and committee members, project teams, contractors, and subject matter experts, to oversee plan reviews and plan-related issues for industry oil discharge prevention and contingency plans, State and Federal oil and hazardous substance response plans, and State and Federal regulatory updates and reviews.
- Coordinate with other project managers (e.g., Terminal Operations and Environmental Monitoring, Scientific Advisory, Marine Operations, and Drill Monitoring) and management team to ensure a uniform approach to accomplishment of assigned projects.
- Manage current and historic information on contingency planning for use by Council representatives and the general public.
- Develop positions and recommendations on oil spill preparedness, prevention, and response for Board of Directors review and/or approval.
- Prepare and deliver reports to the OSPR Committee, Board of Directors, and others as needed.
- Monitor daily Federal Register Notices and State of Alaska Public Notices.
- Participate in PWSRCAC and external (industry and/or regulatory) working groups, task forces, and subcommittees related to assigned projects, including the Valdez Marine Terminal (VMT) C-Plan Coordination Work Group.

- Track compliance with and enforcement of existing environmental statutes and regulations as well as funding and budgets for the agencies responsible for overseeing them.
- Promote the incorporation of local knowledge into contingency planning.
- Observe, participate in, and provide written reports on exercises and drills as needed.
- Provide guidance to and coordinate with Project Manager Assistants.
- Research contingency planning-related issues and regulatory updates as needed.

Contract Management

- Research, develop, implement, and manage contracts related to contingency planning, and State and Federal regulatory updates, including budget and subject matter experts.
- Draft requests for proposals (RFPs) and requests for qualifications (RFQs) for review and approval by management team.
- Collaborate with Council staff to advertise RFPs, RFQs, respond to inquiries, and coordinate review of proposals received.
- Present contractor selection, within approved budget parameters, to the appropriate approving authority.
- Draft and negotiate contracts in coordination with the management team.
- Review, manage, and verify invoices and progress reports; work with Director of Finance, supervisor, and contractor to address contracting issues.
- Distribute deliverables as needed, in coordination with support staff.
- Coordinate on-site visits as appropriate.
- Prepare and/or coordinate final presentations and report approvals from contractors for the Board of Directors.

PWSRCAC Committee Coordination

- Update the OSPR Committee on the status of projects, spill-related issues, and regulatory reviews via presentations and written status reports; actively seek committee input; and participate in OSPR Committee meetings.
- Work with Project Manager Assistants to arrange OSPR agendas and supporting materials, set up meetings, and coordinate committee activities.
- Recruit, coordinate, and facilitate Council project teams and working groups as needed.
- Coordinate on OSPR projects and activities with other project managers, committees, and project teams as needed.
- Coordinate on the needs of the other standing committees, and attend and provide presentations for other standing committee meetings, as needed.
- Prepare and maintain status reports for assigned program and projects.
- Seek technical support and advice from other committees and project teams.

Budget/Administration

- Participate in Long Range Planning process.
- Develop and administer project and program budgets.
- Review and authorize invoices within spending authority.
- Work closely with administrative staff for clerical assistance.
- Research and develop alternative funding opportunities as directed.

General

- Become proficient and stay informed about oil spill discharge and contingency plans for the tankers that transit Prince William Sound and the Valdez Marine Terminal, as well as the operational and technical aspects of the tankers and the terminal.
- Maintain current knowledge of oil spill prevention and response statutes and regulations.
- Work with PWSRCAC volunteers, regulatory agencies, industry, other groups, and the general public to maintain effective public relations and further PWSRCAC's mission.
- Keep the Executive Director, Director of Programs, and management team fully informed of project activity and provide prompt briefings on all sensitive issues.
- Coordinate with staff, agencies, and other groups to ensure that projects do not duplicate activities underway, planned, or completed by others.
- Assist with volunteer support and coordination in cooperation with other staff.
- Determine education and training opportunities that may be of benefit; attend such training as approved.
- Submit trip reports for work travel, such as conferences.
- Participate as a member of the PWSRCAC Emergency Response Team at drills and incidents as assigned.
- Coordinate with Director of Communications to respond to media inquiries, external stakeholders, and the public as directed.
- Must be able to work odd hours to observe various drills and exercises and be able to stand on vessels for long durations in various weather conditions.
- Travel as assigned.
- Maintain positive work relationships with agencies, industry, and other groups.
- Ensure that all work efforts are conducted in accordance with approved policies and procedures.
- Track public comment deadlines and coordinate input from contractors, staff, and volunteers to ensure strict adherence to deadlines.
- Demonstrate strong attention to detail to ensure comments are factually and technically sound and defensible.
- Must become proficient with Council's document retention system and gain familiarity with past Council positions and advice on contingency planning issues.
- Other duties as assigned.

MINIMUM REQUIREMENTS

Education

- Bachelor's degree or equivalent experience.

Experience

- Three years of project management or similar experience.
- Experience in the petroleum industry, environmental, or related field.
- Experience in legal field beneficial.
- Contract management experience.

Preferred Knowledge, Skills, & Abilities

- Familiarity with the region impacted by the Exxon Valdez oil spill.
- Interest in oil spill prevention and response issues as well as Alaska's natural resources.
- Proficient with Microsoft Teams, Word, Excel, PowerPoint, and Outlook.
- Ability to track issues from historical perspective to current situation.
- Strong negotiation, presentation, and facilitation skills.
- Strong written and oral communication skills including the ability to communicate technical information to a nontechnical audience.
- Ability to work under pressure and meet tight deadlines.
- Ability to work collaboratively with a diverse group of individuals.
- Ability to work independently or as part of a team.
- Familiarity with regulatory and legal processes helpful.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.