



APPLY BY  
MAY 5TH!

# ASSISTANT DIRECTOR: PROGRAM MANAGEMENT

**PORT OF LONG BEACH, CA**

**Salary:** \$174,568 – \$244,396 DOE/DOQ

**Apply By:** May 5, 2026



The Port of Long Beach, CA (Port) is seeking a strategic and operationally focused Assistant Director of Program Management to help lead one of the most complex and high-impact capital programs in the nation. Reporting directly to the Director of Program Management, this role serves as the second-in-command of a division responsible for delivering a multi-billion-dollar portfolio of infrastructure projects that support global trade, advance environmental sustainability, and strengthen the Port's long-term competitiveness. The Assistant Director will play a critical leadership role in driving execution, ensuring consistency and quality across a large and active project portfolio, and partnering across the organization to deliver results in a highly dynamic environment. This is a unique opportunity for an experienced infrastructure leader who excels at managing complexity, influencing across a diverse organization, and translating vision into action.

# THE COMMUNITY

Idyllically located on the Pacific Coast just south of Los Angeles and adjacent to Orange County, Long Beach is a vibrant city of approximately 450K residents. Known for its diverse and inclusive community, Long Beach features a unique blend of urban sophistication, cultural richness, and coastal charm. The City encompasses about 51 square miles; offering an array of parks, beaches, and recreational opportunities. Residents enjoy mild climate year-round perfect for outdoor activities such as biking, hiking, and surfing. Long Beach is home to world-class attractions; including the Aquarium of the Pacific, the historic Queen Mary, and the annual IndyCar Acura Grand Prix of Long Beach. Long Beach will be the largest venue city for the 2028 Olympic and Paralympic Games.

Long Beach also boasts a thriving economy supported by industries such as aerospace, education, health services, manufacturing, and professional services. With two advanced educational institutions—California State University Long Beach and Long Beach City College, and robust K-12 schools, the City is a hub for learning and innovation. Transportation options abound. The Long Beach Transit system, and the City's own airport provide convenient access throughout the broader Southern California region. Long Beach is recognized as one of the nation's most walkable and bike-friendly cities.



Port of **LONG BEACH**  
THE PORT OF CHOICE

## THE PORT OF LONG BEACH

The Harbor Department, also referred to as the Port of Long Beach (Port), was established as an independent department of the City of Long Beach in 1925 as the Harbor Department, separately governed by a five-member Board of Harbor Commissioners (Board). These commissioners are appointed by the City of Long Beach's Mayor and confirmed by the City Council, with the responsibility of setting policy and guiding the strategic direction of the Port. The Board also appoints the Port's Chief Executive Officer, who oversees day-to-day operations and leads an award-winning executive team. The Port is a global leader in green port initiatives and top-notch customer service, moving cargo with reliability, speed and efficiency.

Operating entirely on revenue generated from its operations and grants, the Port is not funded by taxes or the City's General Fund. As the premier U.S. gateway for trans-Pacific trade, the Port handles trade valued at more than \$300B annually and supports 2.7M jobs across the United States, including 716k in Southern California. In 2026, the Board appointed a new CEO, and the Port is updating its game plan towards a new 2050 vision to double cargo volume to 20M TEU. In 2025, the Port celebrated "20 Years of Leading Green," marking two decades of its landmark Green Port Policy that has dramatically reduced environmental impacts from operations. In 2025, industry leaders named Long Beach "The Best West Coast Seaport in North America" for the seventh consecutive year. During the next 10 years, the Port is planning \$3.3B in capital improvements aimed at enhancing capacity, competitiveness and environmental sustainability.

 [Port Commission](#)

 [FY26 Budget](#)

 [2019 Strategic Plan](#)

 [Green Port Policy](#)

# THE ENGINEERING BUREAU & PROGRAM MANAGEMENT DIVISION

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The **Engineering Bureau (Bureau)** plays a central role in delivering the Port's capital program and maintaining its critical infrastructure. As one of the Port's most operationally impactful bureaus, the Bureau is responsible for planning, designing, and delivering complex infrastructure projects while ensuring ongoing operations remain uninterrupted in a highly active, high-demand environment.

The Bureau is led by the Managing Director of Engineering Services and is comprised of more than 300 employees across six divisions: (1) Program Management, (2) Construction Management, (3) Project Controls, (4) Survey, (5) Engineering Design and (6) Maintenance. These specialized divisions work collaboratively to oversee the Port's 10-year \$3.3B capital improvement program, support tenant development, and maintain world-class facilities.

The **Program Management Division (Division)** has the high calling of managing what is consistently one of the most extensive capital programs of any port in the nation. The Division oversees the Port's Capital Improvement Program (CIP), which includes a diverse portfolio of infrastructure investments spanning rail, terminals, utilities, dredging, environmental initiatives, and public works improvements. At its core, the Division operates as both a program delivery engine and a customer-focused service partner, working closely with internal stakeholders, Port leadership, and external partners to successfully deliver infrastructure projects that support the Port's operational and strategic priorities.

## The Division is responsible for:

- Delivering capital projects from concept through completion
- Managing project scope, schedule, budget, and risk
- Overseeing consultant procurement and contract administration
- Advancing project delivery systems, and continuous improvement efforts
- Coordinating across Engineering divisions, Port departments, tenants, and external agencies
- Supporting organizational priorities by translating needs into actionable, well-executed projects

A strong emphasis is placed on task management, operational execution, and accountability, ensuring that projects are delivered with accuracy, consistency, and high quality across a large and active portfolio. The Division also includes the Program Management Office (PMO), which establishes standards, drives consistency, and enhances project delivery effectiveness across the Bureau by capturing lessons learned, managing risk, and enhancing project sustainability. With more than 30 professionals managing over 100 active projects, the Division operates in a fast-paced, high-accountability environment requiring strong coordination, communication, and disciplined execution.

## KEY UPCOMING PROJECTS

- **Pier B On-Dock Rail Support Facility Program**
- **Proposed Zero-Emission Container Terminal at Pier S**
- **Zero Emission Infrastructure**
- **Berth G234 Wharf and Pier G South Slip Fill**

 **CLICKABLE LINKS!**

# THE POSITION & IDEAL CANDIDATE

The Assistant Director of Program Management (Assistant Director) serves as the second-in-command and key partner to the Division Director, helping lead delivery of the Port's Capital Improvement Program.

The Assistant Director provides oversight of a large and complex capital portfolio and is responsible for four direct reports, including three Engineering Managers and the Manager of the Program Management Office, with indirect oversight of approximately 24 staff. The Assistant Director plays a critical role in ensuring projects are delivered effectively, consistently, and with a high standard of quality.

This position is centered on execution, coordination, and organizational leadership. The Assistant Director must be able to manage complexity through others, maintain visibility across a large and active project portfolio, and ensure that priorities, risks, and progress are clearly understood at all levels of the organization. The role requires strong follow-through, sound judgment, and the ability to step in, assess complex challenges, and drive decisions forward.

Success in this role requires the ability to influence without authority and build strong, trusted relationships across Engineering, Planning, and other Port divisions, as well as with external partners. The Assistant Director will regularly engage in executive-level communication, including preparing and delivering presentations, distilling complex technical information, and clearly articulating where projects stand, where they are headed, and how the organization will get there.

The ideal candidate is a seasoned infrastructure leader who is highly organized, detail-oriented, and effective at leading through others. They are comfortable working with a diverse, experienced team and can navigate a range of personalities and skillsets while fostering accountability, collaboration, and high performance.

## The successful candidate will demonstrate:

- Experience delivering complex capital programs at scale
- Strong execution mindset with a focus on accountability, follow-through, and quality
- Ability to influence across departments and build effective working relationships
- Confidence in handling complex challenges and driving decisions forward
- Excellent oral communication and presentation skills
- Ability to synthesize and communicate complex information clearly and effectively

This is an excellent opportunity for a collaborative, operationally focused leader who can balance strategic priorities with disciplined day-to-day execution and deliver results in a dynamic, high-impact environment.



# MINIMUM QUALIFICATIONS

- **EDUCATION:** Bachelor's degree in Civil Engineering or closely related field.
- **LICENSES:** Registration as a Professional Civil, Electrical, or Mechanical Engineer in California is required upon first day of employment in the role. California Driver's License.
- **EXPERIENCE:** Seven years of progressively responsible engineering experience working with Port/Harbor, transportation, or related projects of similar scale and complexity in a supervisory capacity with direct reports. This experience must have been attained after successful graduation with a degree in civil engineering or closely related field OR after passing the Professional Engineers (P.E.) examination. Minimum of three years of experience in the direct supervision of at least two registered professional engineers (oversight of consultants does not fulfill this requirement).

## DESIRED

- **EDUCATION:** Master's degree
- **CERTIFICATIONS:** Program or Project Management Professional (PgMP or PMP), Leadership in Energy and Environmental Design (LEED), or Envision Sustainability Professional (ENV SP).



The Port reserves the right to extend the closing date without notice in order to accept additional applications. Those individuals determined to be most qualified for the position will be invited to participate in the selection process.

The Port of Long Beach is an Equal Opportunity Employer: We do not discriminate based on race, religion, color, national origin, sexual orientation, gender, gender identity, gender-expression, age, status as an individual with a disability, or other applicable legally protected characteristics.

If you require accommodation because of a disability in order to participate in any phase of the application/selection process, please contact (562) 283-7500 or email [Careers@polb.com](mailto:Careers@polb.com)

The Port of Long Beach will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You are not required to disclose your criminal history or participate in a background check until you receive a conditional job offer. If the Port of Long Beach has concerns about a conviction that is directly related to the job after making a conditional job offer and conducting a background check, you will have the opportunity to explain the circumstances surrounding the conviction, provide evidence to mitigate concerns or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting <https://calcivilrights.ca.gov/fair-chance-act> or <https://www.longbeach.gov/hr/about-us/talent-acquisition/the-fair-chance-act/>.

# SALARY & BENEFITS

Salary: \$174,568 - \$244,396 DOE/DOQ

## PLUS A GENEROUS BENEFITS PACKAGE THAT INCLUDES:

- **Retirement:** For new employees, the CalPERS retirement formula is 2.0% at 62, coordinated with Social Security. Currently, member contribution is 8.00% for CalPERS, and 6.2% for social security, paid by the employee. For employees with prior CalPERS status, Central Payroll will review and determine the formula. For prior employees with a break in service greater than 6 months, this could be 2.0% at 62, coordinated with Social Security.
- **Group Health Insurance:** Medical and dental options (HMO & PPO). Free vision coverage.
- **Life Insurance:** \$20k plus executive insurance benefit equal to 3 times annual salary up to a maximum of \$500k.
- **Short- and Long-Term Disability Insurance:** City paid.
- **Vacation:** 3.7 hours accrued per pay period to begin, which is equivalent to two weeks on an annual basis. Vacation can be used after six months of service.
- **Executive Leave:** 40 hours per year.
- **Sick Leave:** 8 hours accrued per month; conversion upon retirement to cash credit toward health and/or dental insurance premiums or retirement service credits.
- **Holidays:** 11 designated holidays per year, plus 4 personal holidays.
- **Transportation Allowance:** \$550 per month.
- **Pay for Performance:** Awarded based on achievement of individual goals, required competencies, and available budget funds.
- **Annual Physical:** Eligible to receive annual City-paid physical examination.
- **Deferred Compensation:** 8 hours accrued per month; conversion upon retirement to cash credit toward health and/or dental insurance premiums or retirement service credits.
- **Paid Parental Leave:** After 6 months of City employment; up to 30 consecutive days (160 hours) for eligible employees to take paid time to bond with the birth, adoption, or foster placement of a child, up to the age of 17.
- **Bereavement Leave:** 5 days for death or critical illness of immediate family member.
- **Other:** Education reimbursement, Public Student Loan Forgiveness (PSLF) program eligibility, and 529 College Savings Plan.

# CANDIDATE CONNECT:

To learn more about this exciting career opportunity and the Port of Long Beach, please join our voluntary virtual information session on April 22, 2026, @ 5:00 pm PDT via MS Teams. This is a unique opportunity to hear first-hand about the position, speak directly with hiring leaders, ask questions, and learn why the Port of Long Beach is your employer of choice! Candidates are not required to be on camera.

**To join audio only, call +1 323-451-1087**

**Phone Conference ID: 356 336 034#**

**Join the meeting:**

**<https://tinyurl.com/3ahezamh>**

## HOW TO APPLY:

**For first consideration, you must submit a resume and cover letter by May 5, 2026, at:**

 [www.tristargovsolutions.com/careers](http://www.tristargovsolutions.com/careers)

### SAVE THE DATES:

First round of phone interviews are tentatively scheduled between April 20 and May 18, 2026. Second round of virtual interviews are firmly scheduled for May 28, 2026. Third round of in-person interviews are firmly scheduled for June 11, 2026. Candidates must be available for all interview dates.

### QUESTIONS?

Please contact your recruiter, Sam Sackman, with any questions:

- Email: [sam@tristargovsolutions.com](mailto:sam@tristargovsolutions.com)
- Website: [www.tristargovsolutions.com](http://www.tristargovsolutions.com)
- Phone: 408-605-0790

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