



---

## CHIEF OPERATIONS OFFICER

### **BASIC FUNCTION**

Under policy direction, the Chief Operations Officer leads the Facilities Asset Management and Nutrition, Security and Transportation Services operations of the district.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize, control, integrate and evaluate the work of business operations' activities with responsibility for the district nutrition services, security, transportation, facilities and assets management. "E"
- Plan, implement and administer a comprehensive program in the areas of facility planning and development and real estate acquisition; develop, administer and monitor the District's long-range capital improvement strategic master plans. "E"
- Serve as a member of the Superintendent's cabinet; disseminate and communicate district operations' activities and collaboratively build consensus among cabinet members, principals, and other stakeholders with regards to business operations impact on student programs and student achievement. "E"
- Provide internal consultation services and recommend business operations policies to the Superintendent of Schools and Board of Education. "E"
- Implement and evaluate programs, plans, processes, systems and procedures to achieve District goals for business operations; initiate, integrate, deploy and monitor short and long-term operating services strategic planning programs, goals and objectives which support the educational mission of the District. "E"
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"
- Provide support to District divisions and school sites, and internal and external stakeholders in assessing the impact of school operations legislation, ballot measures, negotiations and related matters; direct and participate in the analysis of impending legislation and draft and recommend new and revised legislation language to assure laws which enhance the District's educational mission. "E"
- Assure compliance with local, state and federal laws relating to school business functions, , applicable financial accounting, and related activities. "E"
- Provide technical expertise; analyze, develop and review reports of findings, alternatives and recommendations involving a broad range of business operations and management issues; make

presentations to district management, Board of Education, district employees, parent groups and other stakeholders regarding district business operations status and activities. “E”

- Direct the preparation and maintenance of a variety of narrative and statistical reports and records related to assigned functions. “E”
- Oversee preparation, administration and control of division budgets and contracts. “E”
- Represent the District at local, state and national organization meetings and conferences relating to school operations management; represent the district in a variety of local community based organizations and coalitions to effect positive dialogue and relations in school business matters. “E”
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Chief Operations Officer sets policy and provides leadership for a variety of business operations of the district. This employee is a strategic leader and collaborative partner who promotes overall efficiency, effectiveness and excellence of the District’s maintenance, operations, transportation and nutrition programs to ensure that students experience an atmosphere which encourages positive learning experiences.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

State, federal and local laws, regulations and court decisions applicable to school business operations, public agency construction, reconstruction and capital improvement programs.

Principles and practices of public administration, intergovernmental relations, school business operations and financial management.

Principles, practices, tools and techniques of statistical analysis and project management.

Principles, theories and practical application of construction and reconstruction bond funding, state, federal, and special funding programs and grants.

Public agency budgeting, contracts and bidding requirements.

Techniques and principles of high-quality customer service.

Principles and practices of effective leadership, management and supervision.

District policies, procedures, organizational structure.

#### **Ability to:**

Plan, direct and integrate a broad range of complex business operations planning, budgeting and service programs and activities.

Understand, interpret, apply and explain complex state and federal policy, law, regulation and court decisions applicable to school business operations.

Provide internal consultation services to the Superintendent of Schools, Board of Education, and district departments.

Deliver a high-level of customer service to district stakeholders.

Oversee facilities management, asset management and management of property.

Advocate, model, learn and implement Portland Public School’s Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.

Oversee preparation and monitoring of division budgets.

Analyze processes and problems, identify opportunities for improvement and follow through on changes.

Prepare and present complex data in written and oral reports, and represent the district in a variety of public settings.

Provide leadership by building, directing and motivating a diverse workforce at all levels in the division.

Operate a variety of technologies and software.

**Education and Training:**

A Bachelor’s degree in Business Administration, Public Administration, Education (specializing in school business), Planning, Environmental Design, Architecture, Engineering, Construction Management or related field is required.

**Experience:**

Five years of progressive experience in three or more operational areas of business operations management in an educational institution, governmental agency, or other entity with an annual budget in excess of \$100 million is required. At least two of these years must have included direct management or supervision of professional staff.

A Master’s degree in one of the above-identified fields may substitute for two years of the required experience.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

**Special Requirements:**

Positions in this classification require the use of a personal automobile and possession of a valid Class C Oregon driver’s license.

Positions in this classification require variable work hours including evenings and weekends.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Office and school site environments; driving a vehicle to conduct work; occasional evening, weekend, and variable hours.

**Hazards:** Exposure to hazardous conditions, equipment, substances and materials found at construction sites. Potential conflict situations.

**Physical Demands:** Dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information and make presentations; seeing to read a variety of materials and inspect district facilities; sitting for extended periods of time; walking over rough and uneven surfaces; climbing ladders, stairs, scaffolding and ramps to inspect district facilities.

---

FLSA: Exempt  
Bargaining Unit: Non-Represented  
Salary Grade: SL 200

Approval Date: January 14, 2014  
Revised: June 30, 2015

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*  
Board of Education Policy 1.80.020-P