



CHIEF TECHNOLOGY OFFICER

BASIC FUNCTION

Under policy direction, plan, organize, control and administer the Information Technology branch of the District; provide leadership and direct the ongoing vision and development of plans for the delivery of technology services, systems, networks and software to meet technology business needs, directing activities, budget and staff involved in the development and support of District technology systems.

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.

- Direct and oversee the information and data integrity for all Information Technology functions of the District, including, data centers, technical service center, production scheduling functions, help desks, voice and data communication computer program development, and computer systems operations. “E”
- Participate and collaborate in defining, establishing and updating the strategic direction for the District information processing and communication systems and operations. “E”
- Plan, organize, control and administer the District’s information services and activities; assure appropriate equipment, materials, personnel and resources are available to meet District technology needs; assure compliance with applicable laws, codes, rules and regulations. “E”
- Serve as the District’s chief technical resource and assure proper levels of technical support and expertise for District technologies and staff; communicate with administrators, internal staff and outside agencies to coordinate technology programs and activities. “E”
- Approve and oversee the acquisition, installation, maintenance and repair of technology equipment; oversee development of specifications for hardware and software systems and evaluate or direct the evaluation of vendor proposals; negotiate bids and proposals for service and equipment. “E”
- Direct the architecture, implementation and management of the District’s technology infrastructure and information systems; assure infrastructure supports administrative and instructional technology services District-wide. “E”
- Direct the development and maintenance of complex software systems, databases and customized reports for individual users; oversee development and maintenance of the District’s networked information systems including feasibility studies, systems analysis and design, programming, conversion of data, instructional technology, data storage and retrieval. “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 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 educational business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities. “E”

- Collaborate with District organizational units that share separate and related services to enhance the integration of technological support to users. “E”
- Develop division budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established policies and procedures. “E”
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Direct the development of end user training and the development and implementation of staff development training programs for information technology staff. “E”
- Provide technical expertise and information to District leadership regarding assigned functions and participate in the formulation of policies, procedures and programs. “E”
- Lead, attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging technological trends; make presentations regarding District information services objectives, plans and achievements to groups and committees. “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 Technology Officer provides leadership, direction, consultation and technical expertise to District administration and division staff in clarifying and formulating objectives and requirements for information systems and technology. This employee provides visionary leadership in the deployment of plans and operations that integrate data services, network services, systems development and technical services. As a contributing member of the Superintendent’s Cabinet, this leader, strategist, consultant and advisor is customer-focused and combines technical expertise with the ability to effectively communicate with non-technical users.

EMPLOYMENT STANDARDS

Knowledge of:

State of the art computer languages, technologies and programming tools.

Planning, organization and direction of information services and activities.

Principles and operations of Local and Wide Area Networks, data communication systems and related software.

Data security systems and technologies.

Technology and computer software related to business operations, curriculum and instruction.

Principles of database design and management.

Computer hardware and software systems planning and technical support functions.

Network, database and cloud-based technologies,

Hardware and software integration applications.

Internet and Intranet development standards.

Principles and practices of business and/or public administration.

Principles and practices of, management, leadership and supervision.

Strategic planning and project management techniques.

Applicable laws, codes and regulations.

Oral, public speaking and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Principles of administration, supervision and training.

Public agency budgeting and purchasing principles, preparation and controls.

State of the art computer systems design, programming, and operations.

Public education business processes and student information management programs and applications.

Techniques and principles of high-quality customer service.

District policies, procedures, and organizational structure.

Ability to:

Plan, organize, control and administer the District's information technology services, staff and activities. Oversee the architecture, implementation and management of the District's technology, infrastructure and information systems.

Serve as a technical resource for District personnel.

Communicate technical concepts and procedures to a variety of technical and non-technical audiences.

Update, implement and contribute to the District's Technology Master Plan, division policies and practices.

Operate a variety of technologies and software.

Understand, interpret, and apply technical material, rules, procedures and policies.

Maintain current knowledge of technological advances in the field.

Develop and prepare departmental budgets and monitor and control expenditures.

Prepare, deliver and direct the preparation of a variety of public presentations, comprehensive narrative and statistical reports.

Accept responsibility for division and staff direction, control and strategic planning.

Advocate, model, learn and implement Portland Public School's Racial Equity Initiative.

Educate, lead, promote and champion a culture that encourages and embraces diversity in the workplace.

Establish and maintain collaborative, productive, cooperative and effective working relationships.

Assure compliance with applicable laws, codes, rules and regulations.

Plan, direct and evaluate the work of others.

Demonstrate integrity, ingenuity and inventiveness.

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

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Maintain confidentiality and demonstrate discretion, initiative and good judgment.

Education and Training:

A Bachelor's degree in Computer Engineering, Information Technology, Computer Science, Management Information Systems, or related field is required. A Master's Degree is preferred; An MBA/MPA is desirable.

Experience:

A minimum of ten (10) years of experience overseeing the programs, functions and activities of a large-scale, comprehensive information technology department, seven (7) which must have included actively managing professional technical staff, is required.

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.

A Master's Degree in one of the identified disciplines will substitute for two years of the required experience.

Special Requirements:

Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

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: Work is performed primarily in a standard office environment with public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: Senior Leadership
Salary Grade: SL 200

Approval Date: April 16, 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