



## SENIOR DIRECTOR – SCHOOL MODERNIZATION

### **BASIC FUNCTION**

Under administrative direction, direct the day-to-day operations and staff of the District's capital construction bond program within the Office of School Modernization; assume responsibility and accountability for the implementation of complex plans, schedules, and budgets for multiple projects as well as supporting operational systems; ensure that inputs from architects, engineers, planners and other professionals are accurate and appropriate.

### **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.*

- Assist with the development and execution of a voter-approved strategic capital program that aligns with District goals and initiatives around student success as expressed through teaching, learning, equity, multi-culturalism and operational efficiency. "E"
- Execute the District's capital construction bond program while meeting scope, quality, budget, schedule and communication objectives; develop and oversee operational metrics and project benchmarks. "E"
- Review and develop project scopes, budgets, schedules and projected outcomes; negotiates fees for professional services contracts; oversee coordination of architect, engineer, construction and other consultants according to district policies and project requirements. "E"
- Oversee development of timelines and critical path scheduling including phasing to facilitate ongoing school activities; provide accurate and timely project and program financial budgeting and accounting.
- Ensure compliance with District contracting policies and procedures for all assigned projects as well as enforcement of contract provisions. "E"
- Exercise proactive management of project scope, quality, schedules and budget issues; develop multiple options, recommendations and alternatives to resolve project budget shortfalls. "E"
- Coordinate the review of project designs and specifications; collaborate with multiple stakeholders, district staff, professional and technical experts and others to explore multiple perspectives, differing viewpoints and project problems' resolution. "E"
- Participate in planning meetings with design professionals, district stakeholders, community representatives and governing agencies. "E"
- Oversee certification of consultant and contractor payment requests, change order requests, requests for information and all project processes necessary for quality assurance and compliance with district policy.
- Oversees implementation of project communications, including web-based and electronic updates. "E"
- Prepare a variety of presentations and reports for the School Board, Superintendent, Bond Accountability Committee and others on the capital program; attend School Board meetings and routinely makes presentations to the Board regarding Bond Program issues & concerns. "E"
- Coordinate design, construction, commissioning, building occupancy and warranty matters with District stakeholders. "E"
- Compile complex and technical analyses and information for District leaders in making informed decisions in the area of school modernization and capital improvement programs. "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, implement

and communicate improvements to school and business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”

- Ensures timely and complete contractual and financial closeout for projects; participate in the development of future Bond capital programs. “E”
- Oversee development and update of capital program policies, procedures and manuals. “E”
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Represent the District in meetings, hearings, workshops, conferences and professional activities. “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 Senior Director – School Modernization provides day-to-day operational leadership over programs and staff performing planning, construction and modernization activities of District schools, funded at \$482 million by voter approved school modernization bonds. This position supports the PPS community by ensuring overall efficiency, effectiveness and quality of service in projects’ completion and delivery.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Public contracting procedures for large public agencies.

K-12 school building design and construction systems.

Trends, approaches and problem-solving techniques used in design, construction, inspection and compliance processes.

Techniques, equipment and materials used in public works construction.

Project management techniques and related software.

Laws governing bond-funded public agency capital projects.

The ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District.

Written and public communication skills.

Qualities of judgment, discretion and confidentiality.

People and process management skills including problem solving and conflict resolution.

District organization, operations, policies and objectives.

Elements of effective management and supervision.

#### **Ability to:**

Design, implement, monitor and evaluate department programs, policies and procedures in compliance with relevant legislation and funding guidelines

Conduct research, analyze data and prepare recommendations for program development or modification.

Interpret, explain and apply complex rules, regulations, policies and procedures.

Plan, organize, assign, coordinate, review and evaluate the work of professional, technical, consultant and administrative support staff.

Prepare, administer and monitor a project budget and anticipate future budgetary needs.

Interpret and apply complex rules, regulations, laws and ordinances.

Provide assistance and leadership on all aspects of assigned projects.

Analyze technical design engineering, construction engineering and surveying problems.

Evaluate alternative project approaches and adopt effective solutions.

Prepare accurate and detailed written material, including staff and administrative reports.

Manage budgets and audits.

Review and negotiate agreements and contracts.

Actively participate as a member of a highly dedicated and professional team.

Analyze emergent situations and programs.

Work with and engage a variety of stakeholders.

Communicate effectively both orally and in writing.  
Develop effective communications strategies for a diverse, multi-ethnic, multi-cultural and multilingual population.  
Demonstrate the highest levels of professional conduct, including but not limited to integrity, honesty, confidentiality, and equity.  
Work on multiple projects at one time with constantly changing priorities and deadlines.  
Communicate a culture of equity and inclusion.  
Advocate, model, implement and communicate Portland Public School's Racial Educational Equity Initiative and board policies.  
Learn and implement the PPS Equity in Public Purchasing and Contracting board policy.  
Act judiciously under pressure.  
Model ethical behavior and communicate high expectations of ethical behavior to others.  
Operate a variety of office machines, technologies and software.  
Manage and supervise assigned staff and operations.

**Education and Training:**

A Bachelor's degree in architecture, engineering, construction management or a related field is required. An MBA or Master's degree in one of these disciplines is preferred.

**Experience:**

A minimum of five (5) years of experience managing large capital construction programs, budgets and staff is required. Experience working in a school district, municipality or other public agency in a richly diverse community is preferred.

**Special Requirements:**

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

Positions in this classification require variable work hours including on-call, 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 construction site environment; 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; sitting for extended periods of time; walking over rough and uneven surfaces; climbing ladders, stairs, scaffolding and ramps to inspect construction sites; 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, inspect construction sites, identify potential work site hazards, prepare and assure the accuracy of documents

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FLSA: Exempt  
Bargaining Unit: N/A  
Salary Schedule: SL 100

Approval Date: September 28, 2016

*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*