



## Senior Director - ERP & Bond Technology

### **BASIC FUNCTION**

The Senior Director of Bond Technology Projects & Enterprise Resource Planning (ERP) provides executive leadership, strategic vision, and operational direction for the planning, implementation, and sustainment of the District's ERP ecosystem, including finance, human capital management (HCM), payroll, procurement, and budgeting systems. This role also provides strategic oversight for bond-funded technology initiatives, ensuring these investments are aligned with enterprise systems, district operations, and long-term capital improvement goals. This position is responsible for translating the district's broader strategic and policy direction into actionable ERP systems and services that enable operational efficiency and compliance. This role is responsible for guiding cross-functional teams, managing complex projects, and collaborating across departments and with senior leadership to ensure ERP systems and bond-funded technology projects enable the achievement of District-wide operational, financial, and strategic goals. This position reports to the Chief of Integrated Operations and serves as a key member of the Operations and Technology leadership team. The Senior Director is accountable for stakeholder engagement, cross-departmental collaboration, and external vendor relationships, and ensures compliance with applicable laws, policies, and procedures.

### **REPRESENTATIVE DUTIES**

*This description does not describe all duties performed. This summary provides examples of typical tasks performed.*

#### **ERP Systems Leadership**

- Lead the vision, strategy, and execution of Portland Public Schools' ERP systems, ensuring alignment with the District's strategic and operational priorities.
- Provide leadership for multiple departments or major functions within the ERP ecosystem, such as systems implementation, enterprise architecture, data governance, integrations, and change management.
- Implement ERP strategy established by executive leadership and align technical solutions with district priorities.
- Collaborate with finance, human resources, payroll, and technology leaders to identify and execute process improvements that leverage ERP capabilities.
- Build a culture of collaboration, innovation, and accountability across cross-functional ERP teams and oversee ERP governance structures, ensuring transparency, stakeholder involvement, and alignment with business needs.
- Analyze and mitigate organizational risk through effective ERP planning, monitoring, and reporting mechanisms.
- Represent PPS in local, state, and national ERP forums, partnerships, and peer networks.
- Stay informed of best practices, innovations, and regulatory developments impacting ERP and enterprise systems.

#### **Bond-Funded Technology Leadership**

- Lead district-wide planning, implementation, and oversight of bond-funded technology initiatives, ensuring alignment with PPS's capital strategy, instructional technology needs, and infrastructure modernization.
- Partner with departments including Facilities, Technology Services, and Finance to align bond-funded investments with long-term operational goals, lifecycle management, and enterprise systems integration.
- Ensure compliance with state and local capital funding regulations and coordinate with the Office of School Modernization (OSM) on technology components of school construction and modernization projects.
- Provide leadership for capital technology portfolio management, including scope definition, budgeting, procurement, risk mitigation, and performance reporting.
- Responsible for oversight of the management of bond-funded technology.

### **Integrated ERP and Bond Technology Strategy**

- Serve as a senior advisor to the Superintendent's Cabinet and Board of Education on matters related to ERP systems, digital transformation, and bond-funded technology projects.
- Direct large-scale ERP and bond technology projects from concept through implementation, ensuring alignment with strategic plan outcomes and Superintendent priorities.
- Represent ERP and bond technology priorities in district-level governance forums and strategic planning committees.
- Communicate with executive leadership and the Board on ERP and bond technology initiatives, including preparing high-level reports and presentations and contributing to executive briefings and planning sessions.
- Lead equity-centered change management efforts to ensure inclusive ERP system and bond technology adoption across diverse departments and communities.
- Champion culturally responsive practices and district-wide RESJ (Racial Equity and Social Justice) initiatives within ERP and bond technology strategy and operations.
- Actively participate in strategic budget and staffing decisions and guide hiring processes for ERP and bond technology project-related roles.
- Oversee preparation, administration, and control of assigned budgets and staff; provide internal consultation services and recommend financial policies to the Superintendent and Board of Education.
- Provide leadership and supervision to directors, senior managers, project teams, technical experts, and external consultants/vendors.

### **Equity and Organizational Culture**

Demonstrate a strong commitment to Portland Public Schools' Racial Equity and Social Justice Commitment by deeply understanding and applying the district's Racial Educational Equity Policy. Lead and actively participate in professional development, training, and initiatives focused on diversity, equity, and inclusion in both the workplace and K–12 education. Model equitable and inclusive behaviors, and identify, recommend, and implement improvements to leadership and educational practices that reflect the needs and strengths of a racially and culturally diverse community.

*Note: See the Classification Specification which identifies essential duties required. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **KNOWLEDGE AND ABILITIES**

*The following knowledge and abilities are in addition to those outlined in the classification.*

*Knowledge of:*

- ERP systems architecture, implementation lifecycles, and industry best practices (e.g., Oracle, SAP, Workday, etc.)
- Organizational leadership and change management
- Strategic planning, budgeting, and staffing
- Project and program management methodologies (e.g., Agile, PMI)
- Data governance, system integration, and security protocols
- Capital improvement planning and bond-funded technology lifecycle management.
- Principles and regulatory frameworks governing public capital investments, procurement, and infrastructure modernization.
- Integration of capital project management with ERP functions, including asset tracking, budgeting, procurement, and contract oversight.
- Cross-functional governance models that support strategic alignment of capital projects with district operational and instructional goals.K-12 education operational models and applicable regulations
- Equity-centered design and implementation principles

*Ability to:*

- Lead large, complex teams and cross-functional initiatives
- Align technical solutions with strategic business goals
- Communicate complex ideas clearly to diverse audiences including the Board and executive leaders
- Develop and manage large-scale budgets and timelines
- Lead capital-funded initiatives with district-wide impact, ensuring integration with ERP systems and strategic infrastructure plans.
- Navigate regulatory and reporting requirements tied to public bonds and capital improvement funding. Bridge technical and operational domains to guide bond-related technology design, selection, and implementation.
- Build partnerships and influence decision-making at all levels of the organization
- Foster a culture of inclusion, learning, and continuous improvement

### **EDUCATION AND EXPERIENCE**

Education: Bachelor's Degree in Information Systems, Business Administration, Public Administration, or related field required; Master's degree preferred. Work experience may be a substitute for a degree.

Experience: Minimum of eight (8) years of progressively responsible experience in ERP systems leadership, including at least five (5) years in a senior management or director-level role. Experience implementing and managing enterprise-wide systems within a complex, multi-stakeholder organization. Preferred: Experience in a K–12 public education environment. Experience leading equity-centered technology initiatives.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

### **Special Requirements:**

Work hours may include on- and off-campus evening and weekend activities and meetings and district, school and student functions.

Some positions in this classification may require the use of a personal automobile.

**WORKING CONDITIONS**

*The working conditions are outlined in the job classification for the position and 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.*

**Remote Work Eligibility:** Ad hoc

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FLSA: Exempt  
Classification: Senior Director  
Job Code: 1464  
Bargaining Unit: Non Represented  
Salary Grade: SL100  
Work Year(s): 260

Approval Date: March 2025

**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).

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*