

Portland Public Schools Portland, Oregon

Position Profile

Director of Project Management, Planning & Design October 2015

Prepared by:
Summit Search Solutions, Inc.



www.pps.k12.or.us

ABOUT PORTLAND PUBLIC SCHOOLS

Portland Public Schools (PPS), founded in 1851, is an urban school district in the beautiful city of Portland, Oregon. With more than 48,500 students in 81 schools, as well as alternative schools, charter schools and specialized programs for students with special needs, it is the largest school district in the Pacific Northwest. PPS students participate in diverse programs and learning opportunities that are supported by teachers and other school staff, families, community members, non-profit organizations, local businesses and higher education institutions including Portland State University, Portland Community College, Oregon Health and Science University, and the University of Oregon. The district has over 800 acres of property and 9 million square feet of buildings. The Facilities and Asset Management Department has approximately 500 employees. The District is focused on eliminating systemic racism and its impact on student learning.

The mission and goal of Portland Public Schools is that by the end of elementary, middle and high school every student by name is meeting or exceeding academic standards and is fully prepared to make productive life decisions.

To obtain more information about the district, schools, learning environment and programs, please go to <http://www.pps.k12.or.us/files/enrollment-transfer/PPS-Info-Sheet-2014-15.pdf>. To learn more about the schools, and programs, please go to: <http://www.pps.k12.or.us/schools/index.htm>

Location: Portland, Oregon.

THE OPPORTUNITY

The **Director of Project Management, Planning & Design** reports to the Senior Director of Facilities & Asset Management. The Director is responsible for direct comprehensive management of the project management team, deferred maintenance and contracted management programs including maintaining process and fiscal control of projects. The position is responsible for approximately 13 technical and administrative staff and an annual operating budget of \$2.5M to \$3M. The Project Management, Planning & Design team provides planning, design and construction services to all Portland Public School (PPS) facilities.

Essential Duties/Responsibilities:

1. **Budget Development** - Develops annual budgets for renovation and deferred maintenance. Assists in the preparation of departmental operational and capital improvement budgets. Develops conceptual plans and budgets for facilities projects to support fiscal decision making.
2. **Construction Contract Procurement** - Responsible for the execution and oversight of a professional construction procurement process in compliance with Oregon Statutes, related Board policy and other applicable regulations.
3. **Capital Project Development and Management** - Directs the comprehensive management of the deferred capital maintenance program including programming, developing and collecting requirements; prioritizing construction, renewal and maintenance and repair activities.

4. **Contract Administration**--Responsible for execution and administration of all architecture, engineering and construction contracts.
5. **Energy Conservation Program** - Responsible for the development and implementation of the energy conservation program for the entire department.
6. **Project Communications** - Assists and advises the Director on issues with various state and municipal planning boards, commissions, "code enforcers," neighborhood/community associations, consortiums and district neighborhoods.
7. **Project Execution** - Prepares contract change orders and monitors their execution. Receives pay requests from professional consultants and contractors and approves for payment. Monitors and facilitates resolution of construction contract disputes and claims. Monitors construction contract close-out and maintains documentation files.
8. **Project Planning** - Develops planning documents for initiation of projects to gain approval at Board level. Coordinates all parties involved in the planning, design and construction process. Reviews contract plans and specifications for compliance with appropriate building codes, district standards and project requirements. Prepares requests for proposal and conducts all necessary meetings to facilitate hiring architectural and construction management services. Assists in development of new standards of practice for project management activities.
9. **Performance Improvement** - Facilitates the division management teams development, implementation, evaluation and reporting on:
 - Procedures to improve efficiency and reduce costs
 - Staff training and performance
 - A team management system for the department

Qualifications:

- Bachelor's degree in architecture, engineering, construction or project management or related field; Master's preferred. A degree in an unrelated field could be substituted provided the candidate has had substantial related experience in a similar public or private campus-like organization.
- Five years of public industry experience in planning, architecture, project management, or construction management; three years minimum of management experience being accountable and responsible for the management of professional, technical and administrative staff.
- Knowledge of:
 - Facilities planning and construction management processes and procedures.
 - Estimating, budgeting and scheduling practices.
 - Current status of costs of new construction, escalation factors and market trends.
 - Building codes and standards of practice.
 - Laws governing construction contracts and contracting.
 - Construction materials and methods.
- Skill in reading and interpreting plans and specifications and to compare them with construction progress.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and remain open until finalists are identified. Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6225608&portalID=5652>

For further information or to make nominations, contact:

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Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Portland Public Schools Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado, and California. Summit brings precision, process, and passion to its work.



Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Parks, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. (*quoted from Forbes*)

For more information on Portland, Oregon:

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation:

<https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.

Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.

If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.