

Portland Public Schools
Portland, Oregon

Position Specifications
Sr. Director of Facilities and Asset Management
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Prepared by:
Summit Search Solutions, Inc.



www.pps.k12.or.us

THE ORGANIZATION

About Portland Public Schools:

Portland Public Schools (PPS), founded in 1851, is an urban school district in the beautiful city of Portland, Oregon. Educating approximately 47,000 students from pre-kindergarten through high school within 81 schools PPS makes up the largest school district in the Pacific Northwest with over 6,000 employees. The district has over 800 acres of property and 9 million square feet of buildings. The Facilities Department has approximately 500 employees.

PPS students participate in diverse programs and learning opportunities that are supported by teachers, families, community members, nonprofit 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 is focused on deepening its understanding of institutionalized racism and its impact on student learning, and provides support for leading systemic equity transformation initiatives in the district and schools.

The mission of Portland Public Schools is that by the end of elementary, middle and high school, every student by name will meet or exceed academic standards and will be fully prepared to make productive life decisions. Learn more: <http://www.pps.k12.or.us>

Location: Portland, Oregon.

THE OPPORTUNITY

The Position:

Reporting to the Chief Operating Officer, the **Sr. Director of Facilities and Asset Management** (FAM) administers the District's real property/buildings, equipment and grounds. She/he directs the planning and operation of Facilities and Asset Management through a team of managers and supervisors. This is accomplished in accordance with the District's Instructional Leadership Framework, Leadership for Results that assures Excellence in Operations and Services. The Sr. Director will manage school resources to create a safe, supportive school climate that respects students and sets high standards for learning and coordinates Facilities and Asset Management operations with other District departments and with other community and public agencies as required.

Essential Duties/Responsibilities:

- Directs and coordinates activities for a team of managers and supervisors to initiate, plan, estimate, schedule, implement, administer, monitor, and complete non-bond funded design and construction projects, maintenance, and operation of sites, facilities, and equipment comprising PPS properties.
- Participates in the planning for capital improvements with Superintendent, Chief Operating Officer, Executive Director of the Office of School Modernization and Board of Education.

- Assigns staff responsibilities and authorities.
- Supervises the development, administration and monitoring of departmental budgets.
- Responsible for development, implementation, evaluation and reporting on:
 - Quality service to schools
 - Maintenance management
 - Custodial management
 - Safety and health programs
 - Property management
 - Resource conservation
 - Energy management
 - Effective procurement and bidding documents
 - Design and construction of capital improvement projects.
 - Capital project management systems
 - Efficiencies and cost reductions
 - Professional development for staff
- Ensures employee performance and adherence to employment policies, and rules and regulations of the District.

Core Competencies:

- **Racial Equity:** Demonstrated track record in building diverse teams and maintaining a professional and respectful work environment.
- **Leadership:** Proven experience in building a customer-focused service organization in a complex, evolving and fast-paced organization, preferably in an urban school district. Highly skilled in facilitation, negotiation, and consensus-building among customers and stakeholders with competing and diverse business needs.
- **Integrity:** Demonstrates integrity in making and following through on commitments; honest in communication and actions. Consistency, fairness and ethical.
- **Accountability:** Holds self and others to consistent set of expectations; assumes responsibility for own actions and results; supports others to assume accountability; when mistakes occur, focuses on solutions rather than placing blame.
- **Communication:** Excellence in all forms of communication, especially the ability to provide objective policy advice and recommendations to senior management and elected board members, while understanding political issues surrounding major projects.
- **Collaboration & Teamwork:** Willingly collaborates with others to accomplish goals; values the role each individual plays in meeting goals, builds consensus through respectful give and take.
- **Service Orientation:** Must be able to demonstrate significant experience leading a customer service-oriented organization and have experience measuring the quality of customer service, developing initiatives to improve customer service, and creating a culture focused on achieving the highest level of customer service.

- **Management:** Proven management experience building cohesive teams and motivating staff toward high-quality achievement and the realization of common strategic goals.
- **Strategic Thinker:** Experience in strategic planning and execution of strategic initiatives. Proven ability to develop and implement a comprehensive strategic plan that is linked to broader organizational objectives and that encourages the development of a responsive, innovative and streamlined service organization.
- **Decision Maker:** A demonstrated track record of collaborative decision-making that balances business needs with political realities.
- **Problem Solver:** A proven leader who can readily identify issues, recommend options, and implement effective solutions.
- **Innovation/Process Improvement:** Proven ability to look beyond current business processes and identify more effective and efficient business solutions.
- **Cross Functional Leadership:** Develops and maintains positive relationships with others throughout PPS and the community. Proactively collaborates across departmental boundaries.
- **Business Acumen:** Consistently operates area of responsibilities to meet or exceed financial expectations and operating plans. Utilizes existing resources to devise innovative solutions to increase efficiency and effectiveness.
- **Political Savvy:** Proactively define the needs and interest of all stakeholders and incorporate into plans and actions.
- **Change Agent:** Able to turn vision into workable plan. Acts and provides leadership throughout the change process. Engages employees in the entire process and develops commitment for sustaining change.

Qualifications:

- Bachelor degree in business management, engineering, architecture or related field.
- Minimum eight years of experience in administration and/or facilities and asset management.
- Demonstrated ability to manage large capital improvement projects as well as day to day operations of a large complex organization.
- Demonstrated ability to work cooperatively with others in establishing long range facility plans; administer a large department through participatory management; communicate and speak publicly; accountable for a large complex budget.
- 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.

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:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4098734&portalID=5652>

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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 sectors nationwide. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.



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.