

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. 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 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/about-us/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. Relocation expenses reimbursed (\$5,000 maximum).

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. All work is accomplished in accordance with the district's instructional leadership framework, Leadership for Results, which 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. Ensures employee performance and adherence to employment policies, and rules and regulations of the district.
- Supervises the development, administration and monitoring of departmental budgets.
- Responsible for development, implementation, evaluation and reporting on:
 - Quality service to schools
 - Design and construction of capital improvement projects
 - Maintenance management
 - Custodial management
 - Safety and health programs
 - Property management
 - Resource conservation
 - Energy management
 - Effective procurement and bidding documents
 - Capital project management systems
 - Efficiencies and cost reductions
 - Professional development for staff

Qualifications:

- Bachelor's 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 (lifecycle understanding for a portfolio of 80+ buildings).
- Ability to lead a large department through participatory management.
- Strong public speaking and presentations skills.
- Experience managing large/complex budgets.
- 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.
- Respect for and ability to work collaboratively with diverse populations.

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=4723906&portallID=5652>

For further information or to make nominations, contact:

Beth Baldino

Sr. Consultant

Summit Search Solutions, Inc.

Direct: 828-645-8967

bbaldino@summitsearchsolutions.com

Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

ccoward@summitsearchsolutions.com

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, Colorado, 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.