

**JOB TITLE:**                   **CHIEF OPERATING OFFICER/DIRECTOR OF TECHNOLOGY SERVICES**

**REPORTS TO:**                Superintendent

**POSITION PURPOSE:**

Serve as assistant to the Superintendent; assist the Superintendent in the administration and supervision of all Multnomah Education Service District programs direct services provided to local component districts; perform the duties of the Superintendent in the event of absence, disability, or as assigned. Additionally, directs the operation of the Department of Technology Services (TS) to provide effective and efficient technology and networking services to our component districts, our agency departments and other contracted users within the program parameters set by the Multnomah Education Service District Board and Administration.

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries general administrative authority.

**ESSENTIAL LEADERSHIP QUALITIES:**

1. Trust: Develop trust among co-workers through honesty and fairness.
2. Communication: Communicate in an inclusive and collaborative manner.
3. Vision: Lead with vision and follow-through.
4. Personal Qualities: Be respectful, caring and courageous.
5. Management Style: Be visible, humble and a team player.
6. Agency-wide perspective: Be involved in, and supportive of continuous overall improvement of MESD.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist the Superintendent in the general administration of Board Policy, Administrative Rules and Regulations by:
  - a) Drafting new and/or revised policies, rules and regulations as required.
  - b) Advising the Superintendent regarding the interpretation, implementation and administration of Board Policy, Administrative Rules and Regulations as requested.
2. Develop and conduct agency-wide planning and evaluation activity by:
  - a) Maintaining central files of advisory committee membership and coordinating the annual revision of same.
  - b) Assisting the Superintendent, as requested, in the development of fiscal planning/projections for the agency.

3. Assist in the development and preparation of the agency's annual budget by:
  - a) Reviewing (and advising the Superintendent as requested) the budget message, budget calendar and budget guidelines.
  - b) Coordinating the production and distribution of the operations budget documents.
  - c) Preparing and submitting the board, administration, and supervisory program budgets to the Superintendent.
4. Perform the duties of the Superintendent in the event of absence by:
  - a) Serving as Executive Officer of the Board and chief administrator of the agency by exercising authority within the parameters established in Board Policy and Administrative Rules.
5. Represent the district in local, statewide and other partnerships to support agency goals.
6. Keep abreast of legislative issues and participate in legislative efforts, as necessary, to support Superintendent and Board in legislative responsibilities.
7. Apprise the Superintendent of any events or circumstances which may require emergency and/or prompt action by the Board.
8. Manage the contract administration technology process, which includes overseeing the coordination and preparation of workflow approvals.
9. Direct the operation of the Department of Technology Services, Facilities, and Business Services, ensuring compliance with collective bargaining contracts board policies, and administrative rules.
10. Assist operational departments with budget preparation, and submit budget information to the Superintendent to assure efficient and effective operation of the departments within the established budget.
11. Supervise, evaluate, and make recommendations to the Superintendent regarding selection, assignment and other personnel matters related to TS, Facilities, and Business Services staff.
12. Provide Superintendent and Board with information related to operation changes and advancements. Act as liaison in the area of creating revenue sources from districts/entities outside our service area.
13. Represent MESD as a member of the Cascade Technology Alliance Executive Committee.
14. Maintain a positive working relationship and provide technology leadership to district personnel, all partners, other K-12 data centers, local area community colleges and local government agencies.
15. Provide leadership in technology and other operational areas (as needed) in areas such as: evaluation of new advances in technology, development of new/improved programs and services, strategic planning, writing policies related to technology, marketing, cooperative ventures, and application development.
16. Maintain appropriate records and submit requested reports.

17. Provide technology (and other operational areas, as needed) consultation for all new/leased MESD facilities.
18. Represent the interests of the district and user community when negotiating vendor contracts.
19. Maintain satisfactory job attendance record.

**OTHER JOB FUNCTIONS:**

Perform other administrative duties as required or assigned by:

- 1) Assume other department management and/or special project duties as assigned by the Superintendent to include:
  - a) Personnel/contract issues
- 2) Provide leadership and serve as a resource person to various Board subcommittees as assigned by the Superintendent.
- 3) Represent the agency at local, state and national meetings as directed by the Superintendent.
- 4) Act as a resource person to Multnomah Education Service District and component district administrative and supervisory staff.
- 5) Attend meetings as determined by the Superintendent.
- 6) Act as liaison with other agencies.
- 7) Perform other job-related duties as assigned by the Superintendent.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Excellent interpersonal relations skills in working with diverse groups, individuals and organizations.
2. Effective written and spoken communication skills.
3. Demonstrated ability to build effective collations.
4. Demonstrated project organization, multi-tasking, and time management skills.
5. Superior ability to maintain strict confidentiality.
6. Proven ability to provide exceptional customer service
7. Detail oriented.
8. Effective project management planning, budgeting, organizing, and cost control techniques.
9. Highly motivated and works well independently and in a team environment.
10. Proficient in the use of MS Outlook, Word, Excel and PowerPoint. Some comfort with Adobe Acrobat Professional and/or Adobe Creative Suite a plus.
11. Valid driver's license and own transportation.
12. Ability to work flexible hours, as needed or requested.

**EDUCATION AND EXPERIENCE:**

1. Master's Degree in information technology administration or related field required, doctorate preferred.
2. Three years experience in administration within the public school system.

**PHYSICAL REQUIREMENTS:**

1. Ability to sit and/or drive for four (4) plus hours per day.
2. Ability to make repetitive hand-movements, such as typing, for three (3) plus hours per day.

**I have reviewed and understand the above mentioned job responsibilities and essential duties, and I acknowledge that I am able to perform the essential functions.**

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Employee Print Name

Signature

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Supervisor Print Name

Signature

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.