

PORTLAND PUBLIC SCHOOLS

**Human Resources**

501 North Dixon Street • Portland, OR 97227

Office: (503) 916-3544 • Fax: (503) 916-3107

Email: [hronline@pps.net](mailto:hronline@pps.net) • Website: [www.pps.net](http://www.pps.net)

## **Program Manager (Program, Function, or Department)**

**BASIC FUNCTION**

**PROGRAM MANAGER (OPERATIONAL) (2025)**

Create, maintain and distribute a variety of analyses, spreadsheets, records, reports, lists and files of general information and confidential materials. "E"

May administer program budgets, as assigned.

- Perform related duties as assigned.

N A D A E T

The Program Manager leads the strategic direction, development and deployment of multiple programs designed to provide a variety of operational support services and guidance to district staff. Employees in this classification manage assigned staff in multiple operational programs who work to achieve program goals. In addition, employees may work directly with the district staff and community stakeholders served by their assigned program. Employees in this classification are required to have understanding and expertise in process management, resource allocation including budgeting, and workflow systems. This classification differs from the Student Success Program Manager, in that this classification is responsible for programs that support the operational needs of the district. This classification differs from the Project Management classification in that it manages ongoing programs rather than discrete projects that have beginning and end dates.

**KNOWLEDGE AND ABILITIES**

K A

- Interpret policy and make decisions within a defined set of guidelines.
- Communicate clear objectives for assigned programs and activities.
- Deliver a high-level of customer service to district staff and stakeholders.
- Advocate, model, learn and implement Portland Public Schools Racial Equity Initiative.
- Research, compile and verify data and prepare reports.
- Handle stressful and/or sensitive situations with tact and diplomacy
- Communicate effectively both orally and in writing.
- Think critically about a problem, approach from multiple perspectives and adopt an effective course of action.
- Set priorities, manage workflow and perform multiple complex and responsible activities, for multiple programs, concurrently with constantly changing priorities and deadlines.
- Think strategically and develop both short- and long-term plans to meet objectives.
- Analyze situations accurately and adopt an effective course of action.
- Assure efficient and timely completion of office and program projects and activities.
- Stay current on practices and trends in K-12 public education.
- Supervise the work of assigned staff, providing work direction, guidance and training.
- Participate in department, school, district and community meetings.
- Read, interpret, communicate and implement a variety of complex laws, guidelines, initiatives and policies.
- Maintain confidentiality and demonstrate discretion, initiative and good judgment.
- Operate a variety of office machines, technologies and software.

**EDUCATION AND EXPERIENCE**

Alaska Pacific Usc: Suout tos gty ate td  
maninttpd our

