



STATE OF COLORADO  
invites applications for the position of:

# Director of Facilities

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver Metro, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1200 Broadway, Denver CO, 80203

**SALARY:** \$4,833.33 - \$5,416.67 Monthly

**OPENING DATE:** 12/20/18

**CLOSING DATE:** 01/13/19 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



**HISTORY** *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans  
[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12-16 hours of vacation and 6.66 hours of sick leave a month

Discounted [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more

**HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.**

**DESCRIPTION OF JOB:**

This position exists to serve as the agency's Division Director of the Facilities Division and is responsible for the management and oversight of all aspects of security, maintenance, building systems and structures for a statewide regional museum network of properties encompassing over 2,000 acres of cultural landscape and associated trail networks, fifty (50) contemporary and historic structures ranging from the History Colorado Center and historic homes to warehouses, adobe buildings, out-buildings, restroom facilities and two railroads. The Division Director will have oversight of two project managers who manage the agencies cash and general funded capital construction, capital renewal, and controlled maintenance projects. The Director is responsible for making recommendations for and drafting capital construction and controlled maintenance budget requests and the prioritization of capital funding priorities.

### **Property Management**

Manages the facility needs of agency properties including the History Colorado Center, Cumbres Toltec Scenic Railroad, Regional Museums and all other property held in trust by the agency. Directs property lease and acquisition negotiations, property conveyance, and easements. Manages and approves audit information on all facilities. Define development, space-use and planning objectives for agency properties, develops and grow appropriate community and intergovernmental partnerships.

Oversees vendor services at the Georgetown Loop Historic Railroad Park and History Colorado Center to ensure compliance with local, state, and federal requirements as well as History Colorado, the Colorado Historical Society procedures on a regular basis. Oversees communication between the agency and contractors assigned to manage the park, facilities and various construction and/or business projects to ensure compliance with contract scope of services. Coordinates with State (Governor's Office of State Planning and Budget, Attorney General, State Architect, Controller, State Auditor and Risk Management Offices) and regulatory agencies. Manages all appropriations awarded to and contracted with the Cumbres & Toltec Scenic Railroad Commission, a bi-state commission. Reports to the State Architects' Office, Vice President and CEO on all controlled maintenance and capital construction appropriations, facility index and audit requirements.

### **Financial Management**

Prepares annual Division and project budget; negotiates contracts, approves contract amounts, payments and authorizes scope of work. Tracks, maintains and manages division and project budgets, directs the processing of operational and project billing, insure projects meet the State of Colorado fiscal rules, oversees State Building requirements for project management, researchs and applies for grant opportunities and other Facilities related funding initiatives for all History Colorado properties. Oversees vendor financial performance and report to the Chief Financial Officer.

### **Agency Consultation and Liaison**

Provides professional expertise and guidance to History Colorado Community Museum Directors, History Colorado Center Building Manager, directs staff reports and provide consultation to Chief Financial Officer, Chief Administrative Officer, Chief Community Museum Officer and Executive Director in matters pertaining to facilities projects, security, facilities contracting, real estate development, facilities strategic planning, funding initiatives, and more. Assist Chief Financial Officer as needed, oversee agency's service needs with State Buildings and Real Estate Program, the Attorney General's Office, the State Controller, State Purchasing, Cumbres Toltec Railroad Commission, Federal Railroad Administration, the Colorado Department of Wildlife, Local and State health departments, Colorado Department of Transportation, Bureau of Land Management, National Park Service, local government agencies, interest groups, and contractors statewide.

### **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT &**

**APPEAL RIGHTS:**

Preferred qualifications include a degree in construction management, architecture, history, historic preservation, planning, public administration or public policy; knowledge of capital construction and controlled maintenance facility evaluation, construction project management requirements and developing master planning objectives. Must also be able and willing to learn State of Colorado fiscal rules and CORE as well as State Building and Real Estate Programs requirements.

Applicants with experience in construction projects, budgeting, scheduling and contracting, supervision of professionals and contractors, knowledge of architectural/engineering standards, historic preservation standards, building code issues, ADAA requirements, and establishing/maintaining construction budgets are preferred, but not required. Ability to communicate clearly both orally and in writing with strong management and organizational skills.

**SUPPLEMENTAL INFORMATION:**

- Successful candidate must pass a criminal history background check prior to hire.
- Will work with volunteers and interns.
- Travel is required across the state to the various community museums and regional properties and consists of one to two trips a month.

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Online application is the preferred method of applying for this position.

**DEPARTMENT CONTACT INFORMATION:**

Dany.mccoy@state.co.us

**METHODS OF APPOINTMENT:** This position is not part of the classified state personnel system.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #GCA-80006-1218  
DIRECTOR OF FACILITIES  
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

---