



STATE OF COLORADO
invites applications for the position of:

History Colorado 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, Colorado

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

SALARY: \$7,083.33 - \$7,916.66 Monthly

OPENING DATE: 12/29/21

CLOSING DATE: 01/23/22 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



History Colorado

HISTORY COLORADO has a strong commitment to diversity, inclusion and cultural competency, because of that, we are continuously seeking to recruit individuals who will enhance this diversity and ultimately the effectiveness of our organization.

We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. History Colorado and the State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status or any other protected status in accordance with applicable law.

The History Colorado Center is conveniently located in downtown Denver. 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 hours of vacation and 6.66 hours of sick leave a month
- Public Service Loan Forgiveness – A borrower may qualify for forgiveness by making 120 on-time payments while employed full-time in public service, if they have certain kinds of federal loans in a qualifying repayment plan
- BenefitHub state employee discount program
- CafeWell employee wellness program
- Excellent work-life programs, such as flexible schedules and more.

DESCRIPTION OF JOB:

This position exists to serve as the agency's Director of the Facilities 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.

Supervision:

- The History Colorado Director of Facilities will have oversight of two project managers who manage the agency's Cash and General Funded capital construction, capital renewal, and controlled maintenance projects; also, oversees security staff, the building manager and maintenance staff of History Colorado Center.

Property Management:

- Manage the facility needs of agency properties including the History Colorado Center, Ute Indian Museum (Montrose), Fort Garland Museum (San Luis Valley), Trinidad History Museum, El Pueblo History Museum, Healy House & Dexter Cabin (Leadville), Fort Vasquez (Platteville), Georgetown Loop Railroad Park, Byers Evans House Museum and Grant Humphreys Mansion (Denver), and all other property including storage facilities and historic sites held in trust by the agency
- Responsible for making recommendations for and drafting capital construction and controlled maintenance budget requests and the prioritization of capital funding priorities.
- Responsible for the stewardship of History Colorado regional properties statewide, including historic preservation (buildings, landscapes, archaeological), natural and cultural resource needs. This entails the design services for architectural, landscape, archaeological, maintenance, other professional services including interior space planning components. This position also manages the budgets, financial and annual reports related to Facilities process.
- Approves contracts for execution and pay application for contracted work, negotiates contract terms and amounts for agency needs and coordinates with local, tribal and regional communities and partners on Facilities projects at regional museums.
- Coordinate with all state and federal agencies in meeting project and operational needs and requirements as well as assisting the Chief Financial Officer and Chief Administrative Officer on the agency's financial, business and operational needs and objectives, as they relate to Facilities.

Financial Management and Procurement:

- Prepare annual Division and project budget, negotiate contracts, approve contract amounts and payments.
- Authorize scope of work.
- Track, maintain and manage Division and project budgets.
- Direct the processing of operational and project billing in compliance with State procurement rules.
- Insures projects meet the State of Colorado fiscal rules.
- Oversee State Building requirements for project management.

Agency Consultation and Liaison Work:

- Provide professional expertise, guidance and support to History Colorado Community Museum Directors, History Colorado Center Building Manager, direct staff reports and provide consultation to Chief Financial Officer, Chief Administrative Officer, Chief Operating Officer and Executive Director in matters pertaining to facilities projects, security, facilities contracting, real estate development, facilities strategic planning, funding initiatives, and more.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

- Minimum five years of experience with managing capital construction projects and facility controlled maintenance.
- Master's degree in construction management, architecture, historic preservation, planning, public administration or public policy preferred.
- Knowledge, experience and/or willingness to learn State of Colorado fiscal and procurement rules as well as State Building and Real Estate Program requirements.
- Proven experience and success in facility-related project management.
- Familiarity and experience with the Secretary of Interior's Standards for Historic Preservation.
- Proven experience and success in construction projects, budgeting, scheduling and contracting, supervision of professionals and contractors.
- Knowledge of architectural/engineering standards, building code issues, ADA requirements, and establishing/maintaining construction budgets are preferred.
- Ability to communicate clearly both orally and in writing with strong management and organizational skills.
- Knowledge and appreciation of History Colorado's mission

SUPPLEMENTAL INFORMATION:

Effective September 1, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or, submit to twice-weekly serial testing. Upon Hire, new employees will have three (3) business days to provide an attestation to their status with proof of vaccination or begin twice-weekly serial testing for COVID-19.

If you are interested in finding meaningful work in public service, we invite you to consider the State of Colorado. To learn more about working for the State of Colorado and building a satisfying and rewarding career, visit [Welcome to Your Future in Colorado](#).

A pre-employment criminal background check will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges or convictions, it is your responsibility to provide the Human Resources Unit with an official disposition of any charges.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete the application. To request an accommodation, please contact Dany McCoy (303) 866-2136 or email Dany.Mccoy@state.co.us

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 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.coloradohistory.org>

Position #GCA_08038_12.21
HISTORY COLORADO DIRECTOR OF FACILITIES
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

History Colorado Director of Facilities Supplemental Questionnaire

- * 1. History Colorado staff has been working together in response to the events that happened in 2020 to discuss as an institutional community the ways in which History Colorado can advance the work of anti-racism. These grounding virtues are the result of our collective process. Please go to the link below to see the virtues and tell us, how have these guiding principles shown up in your previous work and /or how would you contribute to these virtues in your position at History Colorado?
https://www.historycolorado.org/sites/default/files/media/document/2020/Anti-Racism_Grounding_Virtues.pdf

* Required Question