



## Open Position Opportunity

- POSITION:** Director of the Office of Capital Construction  
Office of Public School Finance, Unit of Capital Construction  
Position #9045
- ANNUAL SALARY RANGE:** \$89,244 to \$107,092 plus benefits.
- APPLICATION PROCEDURE:** Please email a completed Colorado Department of Education (CDE) Employment Application, letter of interest, and resume to [careers@cde.state.co.us](mailto:careers@cde.state.co.us) with the Position# and Title in the subject line.
- To obtain a Colorado Department of Education Employment Application, visit our website at <http://www.cde.state.co.us/cdemgmt/HR/jobs.htm>
- All materials submitted should be current and specifically address the qualifications for this position.  
**Hard copies of application materials and application materials sent via mail or fax will not be accepted.**
- CONDITIONS OF EMPLOYMENT:**
- All offers of employment are conditional on a successful background and references check.
  - Please be advised that CDE may choose to contact work references other than those listed on your application.
  - Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Flex-time may be approved depending upon suitability.
  - Position is Exempt from overtime and may require work outside of normal office hours.
  - Selected applicant is an employee At-Will.
  - Direct deposit of paychecks is required.
  - Smoking is allowed only in designated areas outside the State Office Building or any other CDE office facility.
  - As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

The Colorado Department of Education is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: The Human Resources Director - Colorado Department of Education, 201 E. Colfax Ave. #201, Denver, CO 80203.

**Broad Scope of Position:**

This position will direct and manage the Office of Capital Construction. The Office's main function is to manage the Building Excellent Schools Today (BEST) competitive public school capital construction grant program throughout the State of Colorado. Office staff provides support to the Capital Construction Assistance Board (CCAB) and provides support and technical expertise to public school districts, charter schools, institute charter schools, boards of cooperative educational services and the Colorado School for the Deaf and the Blind. Office staff also maintains the Charter School Capital Construction grant program, as well as the Statewide Facility Assessment.

**Minimum Qualifications:**

- Graduation from an accredited college or university with a minimum of a bachelor's degree in business, project management or related.
- Minimum of (6) years of professional experience with public school facilities and public school construction.
- Minimum (6) years successful experience in public sector program implementation, management, and policy development including assuring program compliance with Colorado statutes and promulgating program rules.
- Experience in public school facility planning, project development and implementation, project budgeting, ballot initiatives and or grants for project funding.
- Demonstrated ability to communicate effectively both verbally and in writing, as well as an ability to do oral presentations of Colorado statute and construction/facility concepts with various audiences including superintendents, educators, architects, engineers, contractors, policy makers and decision makers.
- Experience and ability to provide policy analysis and related recommendations, provide costing analyses, and communicate findings effectively.
- Strong leadership, management and organizational skills.
- Experience in managing multiple programs and/or projects at the same time.
- Experience supervising a professional staff.
- Ability and willingness to travel throughout Colorado.

**Preferred:**

- A degree in construction management, engineering, architecture, ICC certification as a Building Inspector or Plan Reviewer or related field and/or three (3) years relative experience. A combination of education and experience may be substituted, at the discretion of CDE.
- Experience with public school facility maintenance/operations and/or construction.
- Demonstrated high-level proficiency in Excel, Word, and Access.
- Experience that demonstrates problem solving skills.
- Experience working under and meeting deadlines.

**Major Duties and Responsibilities:**

- A. Implement and direct the Office of Capital Construction.
- B. Lead the program to provide professional and technical support to the program's Capital Construction Assistance Board.
- C. Support the Capital Construction Assistance Board in maintaining public school facility construction guidelines.
- D. Direct, manage and maintain a facility database for all public school facilities assessed through the program's statewide facility assessment program.
- E. Assist potential applicants in identifying facility needs, implementing and managing awarded projects; and managing facilities after projects are completed.
- F. Solicit and summarize financial assistance applications for the Capital Construction Assistance Board and assist the Capital Construction Assistance Board in prioritizing a list of projects to recommend to the State Board and Capital Development Committee for approval.
- G. Oversee and manage the financial oversight of the program including grant awards and distribution, issuance of certificates of participation, grant monitoring and related reporting.
- H. Supervise a staff of professionals responsible for operating the program and providing professional technical support to school districts, charter schools, BOCES, and the Colorado School for the Deaf and Blind.
- I. Review, recommend and implement efficient, effective, streamlined and timely processes for the department and districts in relation to public school facilities.
- J. Provide information and reports to the Capital Construction Assistance Board, CDE Leadership, the State Board of Education, the General Assembly, the Office of the State Auditor, and others as necessary.
- K. Draft and amend program rules as necessary.
- L. Implement legislation as necessary.
- M. Other duties as assigned.