

Michigan State Capitol Commission



Carol Morey Viventi, J.D., Co-Chair
Gary Randall, Co-Chair

Tim L. Bowlin
Kerry K. Chartkoff
Sally J. Durfee
John Truscott

State Capitol, Room H-72
Lansing, Michigan 48909

Posting Dates: July 17, 2014

MICHIGAN STATE CAPITOL COMMISSION DIRECTOR OF STATE CAPITOL BUILDING

Status: Full-time
Pay: \$90,000 minimum annual compensation, commensurate with experience.
Hours: 40 hours per week, with some evening, weekend and holiday hours

General Description of Duties: This employee serves as the Director of the Michigan State Capitol Building, a national historical landmark located on an 11-acre site in downtown Lansing. Under the direction of the Michigan State Capitol Commission, this employee manages and oversees the daily operation, fiscal control, and administration of the State Capitol Building and grounds, including direction of the Capitol facilities staff and the Capitol Tour and Information Service. Manages and oversees designated capital improvement and construction projects for the Capitol Building. Oversees the daily operation of all services and interior/exterior maintenance needed to ensure the safe and efficient operation of the Capitol Building. Plans, directs, and supervises the work of subordinate supervisors and other personnel in accordance with Commission policies, procedures and directives. Serves as liaison to other State agencies and community groups and is the media contact and for Capitol events and operations.

Minimum Qualifications: The Director should possess strong communication, organization, planning, and leadership skills. Ideal candidate will also have a high level of initiative, a collaborative management style, and good problem-solving skills. Candidates must possess a bachelor's degree and a minimum of five years' experience in public administration, management, facilities management, construction management, engineering, or business administration. Minimum of five years' supervisory experience required. Experience managing the facilities and grounds of a large, public building with knowledge of HVAC, plumbing, electrical, life safety systems, historic preservation and grounds maintenance strongly preferred. Equivalent combination of education and experience acceptable.

This is a non-civil service, legislative position.
All Commission employees are considered "at-will."

Please send resume and cover letter to:
Secretary of the Senate's Office
P.O. Box 30036
Lansing, MI 48909-7536
E-Mail: ofcsensecretary@senate.michigan.gov
(517) 373-2400 / Fax (517) 373-9635

*Resume and cover letter
must be received in
the Secretary of the Senate's
Office by 5 p.m. on
Thursday, August 14th*

The Secretary's office accepts resumes and applications for employment only for this position.

Michigan law prohibits discrimination based on age, color, disability, height, genetic information, marital status, national origin, race, religion, sex, weight or other categories or groups protected by law. If an accommodation is needed during the application process, please call the Secretary's Office at (517) 373-2400.