

EXECUTIVE DIRECTOR, School Facilities Construction Commission

The School Facilities Construction Commission is a corporate entity of state government that is governed by a nine member group of Commissioners, who are appointed by the Governor. The Executive Director reports to this group and is the chief executive officer for the Commission.

EXAMPLES OF WORK PERFORMED:

- With Commission Chairman plans and conducts quarterly and special meetings of the Commission
- Serves as official spokesperson of the Commission within and outside of state government.
- Represents the agency before the General Assembly, various legislative committees, and professional groups
- Develops, recommends, and implements the legislative agenda for the Commission
- Executes timely and accurate budget preparation, along with ongoing strategic analysis and compliance with all state agency processes - prepares and presents financial reports for the Office of State Budget Director, Legislature, Commission, and others
- Ensures and executes sound management of all financial affairs including budgeting, audit, contracts, legal, insurance, the agency's Capital Plan, and the technology resources of the agency.
- Attends and participates in regional Educational Cooperatives and various professional group meetings to ensure proper communication with stakeholders
- Collaborates with leaders of school districts, state, private entities, and the general public, to exchange information, address concerns, while ensuring that the Commission complies with all statutes and regulations
- Collaborates and works closely with the Kentucky Department of Education in implementing a comprehensive school facility construction program and educational technology program for the state.
- Not only administers, but due to the small size of the staff, personally accomplishes many tasks that comprise the SFCC operations - this includes the supervision of staff
- Performs related work as may be assigned by the Commission Chairman or Cabinet Secretary

GENERAL QUALIFICATION GUIDELINES

Experience and Education:

For consideration, a candidate must have at least five years of documented leadership experience in a state or federal agency, college, K-12 school, or an appropriate related setting with a bachelor's degree in education, government agencies, or an appropriate related field. Preferred candidates will have experience of an agency, school, or business entity, and a demonstrated ability to represent the agency with staff, board members, government officials, media, and others.

Knowledge, Skills, and Abilities:

The ideal candidate:

- Must be extremely articulate, well organized, self-directed and effective executing hands-on leadership/management
- Must have strong organizational, collaborative, writing, and verbal skills, along with effective personal communications capacities for the technical and non-technical
- Must have strong computer-user, writing, verbal communications, and professional interpersonal skills possessing competence and experience with Microsoft Office applications, including Access, Excel, PowerPoint, and Word
- Must be able to lead as a team member while effectively communicating with people at all levels of the organization

Compensation:

The salary for the successful candidate will be determined based upon proven experience, and qualifications not to exceed \$80,000 to start. Benefits include vacation and sick leave, holiday pay, optional deferred compensation plan and the Commonwealth employee's health insurance plan.

The position is located in Frankfort, KY and is an Unclassified, Non-Merit position in accordance with KRS 12:050.

Application Process:

Screening of applicants will begin immediately and will continue until the position is filled. To apply for this position please send a, letter of application addressing the qualifications noted above, current resume, and three (3) personal/professional references to:

School Facilities Construction Commission

ATTN: James L. Stevens, Chairman

229 W. Main ST, STE 102

Frankfort, KY 40601

Application Deadline: April 5, 2016

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D