



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
MANAGER OF FACILITIES PLANNING  
BUREAU OF PROPERTIES AND FACILITIES MANAGEMENT**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Department of Administrative Services Employees only.  
**Location:** 450 Columbus Blvd., Hartford  
**Job Posting No:** **00116220** (anticipated vacancy)  
**Hours:** 40 Hours per week  
**Salary:** MP62 (\$77,172.00 - \$105,224.00)  
**Closing Date:** April 27, 2017

**This is a competitive classification that DOES NOT require candidates to have applied for and passed the Manager of Facilities Planning exam. EXAMINATION IS NOT REQUIRED.**

**Candidates MUST POSSESS the GENERAL EXPERIENCE to qualify:**

**Eligibility Requirement - General Experience:**

Eight (8) years of experience in strategic planning or public or corporate facilities planning.

**Substitution Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years.

**Purpose of Class:**

In the Department of Administrative Services, Bureau of Properties and Facilities Management, this class is accountable for managing statewide facilities planning activities, and logistics by coordinating strategic, logistical and operational support to state agencies.

**SUPERVISION RECEIVED:**

Receives administrative direction from an administrative official of higher grade.

**SUPERVISION EXERCISED:**

Manages the staff of the unit.

**EXAMPLES OF DUTIES:**

Manages operations and staff including trades in assignments related to facilities and strategic planning, space utilization, and logistics; coordinates, plans, and manages unit activities; formulates program goals and objectives; assists in the development of related policy; interprets and administers pertinent laws; evaluates staff; assists in the preparation of the unit budget; maintains contacts with individuals both within and outside of the section who might impact or be impacted by program activities; manages implementation of relocation efforts of state occupied space with cost savings at forefront of goals; oversees statewide property program; oversees the provision of cost effective maintenance, asset and management strategies, determines the most economical and satisfactory method of implementation, and maximizes space utilization to meet agency needs; manages staff, consultants and design professionals for agency relocation and facilities planning with direction and support on matters including budget, personnel, customer service, schedules and asset management; assists agency heads and executive management with their roles within the change process, including anticipation and remediation of obstacles; develops communication plans and assembly of teams representing all stakeholders for change events; assigns priorities to project proposals based on agency services, existing facilities, and availability of funds; develops schedules and timelines for cost effective relocation of state workers; compiles and systematically updates a complete inventory of all property available to the state; coordinates facilities planning with other state agencies engaged in planning and area development; provides data pertaining to facilities planning; agency relocation and change efforts and statewide property program; assists agencies with asset management and surplus disposition; assists agencies with records retention, scanning and storage issues; performs related duties as required.

**Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of facilities, logistical planning and asset management; knowledge of trades including building, custodial and grounds; knowledge of and ability to apply management principles and techniques; knowledge of relevant State and Federal laws, statutes, and regulations; considerable interpersonal skills; considerable oral and written communications skills; considerable ability to establish and maintain cooperative relationships with all those contacted in the work; considerable ability to prepare oral and written reports; administrative ability; ability to estimate and plan space requirements for budgeted state agency operations; ability to utilize computer software; some supervisory ability.

**Preferred Experience , Knowledge, Skills and Abilities:**

The successful candidate will have:

- Demonstrated experience in the handling of large complex movements of state workers including planning preparations, logistics and coordination;
- Experience working with state employees in implementing change management, understanding state surplus, asset management strategies and record retention;
- Ability to communicate effectively with administrative officers, agency heads, state-wide elected officials, and state workers, as well individuals having difficulty embracing change;
- Demonstrated ability to serve as liaison between construction services professionals, consultants and agency representatives and employees.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
450 Columbus Blvd, Suite 1404  
Hartford, CT 06103  
ATTN: Theresa Judge, Human Resources Specialist  
OR  
Fax to: 860-622-2964 or Email: [theresa.judge@ct.gov](mailto:theresa.judge@ct.gov)**

**APPLICANTS MUST NOTE THE JOB POSTING NO. 00116220 ON THE APPLICATION. INCOMPLETE APPLICATION PACKAGES OR THOSE RECEIVED AFTER APRIL 27, 2017 WILL NOT BE CONSIDERED.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.