

State of Connecticut  
**JOB POSTING**

Office of Policy and Management  
**JOB OPPORTUNITY**  
Policy Director of Asset Management  
Office of the Secretary

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Office of Policy and Management Employees

**Location:** 450 Capitol Avenue, Hartford, CT 06106

**Job Posting No.** **115567** (Please include this number in your cover letter and on your application)

**Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)

**Salary:** MP 68; \$97,648-\$133,153 annual

**Closing Date:** Must be received in this office by 3:00 p.m. Wednesday, December 21, 2016

The Office of Policy and Management seeks to fill a Policy Director of Asset Management vacancy in the Office of the Secretary.

**Position Description:** The anticipated duties of the Policy Director of Asset management will be to direct the operation of the Bureau of Asset Management; develop, coordinate and evaluate long-range planning with regard to the use of all State real property; pursuant to section 4b-23 of the Connecticut General Statutes, direct the coordination and development of the proposed state facility and capital plan for legislative approval; pursuant to section 4-67g of the Connecticut General Statutes maintain an inventory of State owned and leased real property and develop and submit an annual report of inventories to the legislature; determine the appropriate use of state real property; analyze and approve any change in ownership and change in use of state real property; assess all State owned facilities to determine capacity to meet present and future space needs; direct the upgrading of the State land and building inventory; determine whether State real property can be used as a revenue generator; formulate long-term and short-term objectives; develop policies and procedures concerning real property assets; identify State land that could be reused or sold; analyze and approve proposed State agency leasing, sales and purchases of real property; determine the level of efficiency of each State agency's use of any and all real property under its control; provide reports regarding future use of State land and buildings; identify and recommend whether state real property that is of historic, architectural or cultural significance meets the public building needs of the state or the public; develop legislative proposals in regards to the State's real property assets; direct the review and comment on legislation, regulations and program plans that relate to the state's real property short-term and long-term planning; assist the Secretary in coordinating and expediting work of various divisions within the Office of Policy and Management and other state agencies; represent the Secretary in various capacities; act as Project Comptroller for the Adriaen's Landing and Stadium Facility Projects; and performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skills and Abilities:** Knowledge of and ability to apply management principles and techniques; knowledge of relevant state and federal laws, statutes and regulations; knowledge of facilities management planning and control methods necessary to coordinate a property management program; knowledge of program analysis and evaluation principles; knowledge of the methods of research, policy analysis and financial planning; knowledge of inventory practices and procedures; knowledge of real estate principles and practices relative to appraisal, acquisition, disposition and leasing of property; knowledge of data base systems, method and techniques of data collection and reporting in governmental agencies; interpersonal skills; oral and written communication skills; ability to plan, organize and coordinate policy development activities; ability to draft legislative proposals; ability to prepare and present effective reports.

**Experience and Training:**

Eight (8) years' experience in research, planning, data management, policy analysis and experience with building and land inventory management, space needs determination and utilization planning.

**Special Experience:**

Two (2) years of the General Experience must have been as a Lead Planning Analyst in a regulatory agency.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Business Administration, Public Administration or Public Policy may be substituted for one (1) additional year of the General Experience.

**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 the following three (3) documents and forward as indicated below:

1. Cover letter that describes your interest and suitability for the position.
2. Resume.
3. State of Connecticut Application for Employment (CT-HR-12), available online by clicking [here](#). **Do not write your social security number on the application materials.**

Submit your application package to:

**Office of Policy and Management**  
**450 Capitol Avenue**  
**MS # 52 ADM**  
**Hartford, CT 06106**  
**Confidential Fax: (860) 706-5790** (preferred method)  
**Attn: Carolyn Kozak, Human Resources**

**Tel: (860) 418-6324**

**Note: Incomplete and/or late application packages and application packages received via email 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.