Capital Construction/Design Project Administrator

The Kentucky Department of Education (KDE), Office of Finance and Operations (OFO), Division of District Support, District Facilities Branch has an opening for Capital Construction/Design Project Administrator position located in Frankfort, KY.

DUTIES AND RESPONSIBILITIES:

Administer the statutes and regulations related to the capital construction process, district facility and planning process and real property matters associated with public elementary and secondary schools.

Create and maintain capital construction project files in Kentucky Department of Education (KDE) Capital Construction database. Provide assistance to school districts and their consultants related to planning and design of new construction and/or renovation of school facilities. Review project applications regarding the use of funds and prepare submittal checklist for district and consultant. Review owner/architect, owner/contractor and owner/construction manager agreements. Perform technical review and administration of capital construction projects for school facilities for compliance with regulations and statutes.

Create and maintain district planning files. Assist districts in the development of District Facility Plans including Local Planning Committee review, orientation session development, review, and submission to the Kentucky Board of Education. Develop district Needs Assessments in the odd calendar years.

Participate in presentations to districts and the organizations that support districts such as Kentucky School Board Association (KSBA), Kentucky Association of School Business Officials (KASBO), Kentucky Association of School Administrators (KASA), Kentucky School Plant Management Association (KSPMA) and School Financial Management Institute (SFMI) to help them understand the construction and planning processes.

Perform other duties as required.

MINIMUM REQUIREMENTS:

Must be licensed as a professional architect by the State Board of Examiners and Registration of Architects, http://boa.ky.gov/ OR, must be licensed as a professional engineer by the State Board of Licensure for Engineers and Land Surveyors, http://kyboels.ky.gov/ OR, must be registered as a professional landscape architect by the State Board of Examiners and Registration of Landscape Architects OR, must be certified as a Certified Interior Designer by the Kentucky Board of Architects, http://boa.ky.gov/

Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

SUBSTITUTION CLAUSE:

NONE
Applicants and employees in this classification may be required to submit to a drug screening test and background check.

In accordance with KRS 161.220 the applicant selected for this position will become a member of the Kentucky Teachers’ Retirement System.

Pay Grade: 16
Gross Monthly Salary Range: $3,553.88 - $4707.96

Please be advised per 101 KAR 2:034 and KDE’s internal policy concerning the salary of newly appointed state employees, the salary range that KDE will review and consider for this position prior to offering the position to the candidate is ($3,553.88 - $4,707.96). This salary range for this classification for newly appointed state employees is non-negotiable.

Position#: 31095408

NOTE: BEFORE THE CLOSING DATE, applicants must complete an application via the Cornerstone on Demand (CSOD), meet the minimum requirements for the position, and applicants must also self-nominate themselves for the position via the Cornerstone on Demand System.

For further information concerning the application process, go to the following link: https://kypersonnelcabinet.csod.com/ats/careersite/search.aspx?site=1&c=kypersonnelcabinet

Resumes and letters of interest for this position should be directed to: Kristy Woods, Division of Resource Management, 300 Sower Blvd, Frankfort, KY 40601; fax: 502-564-3611. Email: kristy.woods@education.ky.gov

The closing date to apply for this position is June 30, 2019.

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