

State of Delaware
Department of State

Deputy Director of Historical & Cultural Affairs

Exempt Position

Salary: \$ 56,104 (80%) to \$70,130 (100%)

Location: Dover, DE

21 The Green

Position open until filled.

Executive position providing administrative leadership to the Division of Historical & Cultural Affairs. Responsible for directing operations, management of Division Capital Budgets; responding to intergovernmental and federal policies/procedures, program priorities, identify opportunities, promote public awareness and maintain constructive business leadership for the State of Delaware.

This executive position reports to the Director of the Division and is responsible for administering and directing state owned-division managed facilities maintenance operations to include building operations, both in-house and contractual; custodial operations, both in-house and contractual; and grounds operations, both in-house and contractual. An incumbent is responsible for division campus management and oversight of all capital projects. An incumbent is responsible for providing administrative support to the Division Director pertaining to fiscal and budgetary issues, staffing, programming, procurement and special projects in the areas of Asbestos, Energy, Engineering/Operations, Building Maintenance, Landscape/ Horticulture, Custodial and Architectural Accessibility and contracting. Principal contacts are with agency representatives, vendors, contractors, legislators, division managers, administrators and subordinates, and the public.

This executive position requires:

- Experience in and knowledge of the principles, practices and theory of administration and management including organizational planning and analysis.
- Experience in and knowledge of the organizational structure, functions, programs and responsibilities of the Division.
- Experience in and knowledge of the principles, practices and methods of budget preparation, fiscal analysis, administration and control.
- Knowledge of State bid laws and regulations.
- Knowledge of purchasing procedures.
- Knowledge of principles and practices of facilities management.
- Knowledge of principles and practices of supervision.
- Knowledge of applicable state and federal laws, rules, regulations, and policies governing facilities management programs.

- Skill in organizing, directing and coordinating people, programs and functions.
- Ability to interpret state and federal regulations and apply to division programs.
- Ability to evaluate bids and specifications.
- Ability to evaluate and analyze programs and operations.
- Ability to communicate orally and in writing.
- Ability to establish and maintain effective working relationships with superiors, staff, vendors, agencies and the public.

Benefits: 21 days paid vacation, paid sick leave, pension, health and life insurance. To learn more about the comprehensive benefit package, please visit the State Personnel web-site at <http://history.delaware.gov>.

Application Procedures: Applicants may submit their resume to Department of State, Secretary of State's Office, 401 Federal Street, Suite 3, Dover, DE 19901,
Attn: Martina Johnson

The State of Delaware is an Affirmative Action and Equal
Opportunity Employer.