

POSITION TITLE: Director of Properties

POSITION PURPOSE: To oversee, direct, manage, and evaluate the daily operation and maintenance of the buildings, grounds, and physical plants, coordinate all associated vendor management, and coordinate and oversee planning and construction of renovation projects.

PRINCIPAL PERFORMANCE GOALS: Develop and implement a plan for the continued maintenance and long-term replacement or rehabilitation of the Society's buildings and physical plant, participate and provide leadership to the assessment of the Society's facility's ability to meet the needs of researchers, visitors, staff and the collection.

POSITION DUTIES:

- Ensure the proper protection and operation of the Society's buildings, including the physical plant, security and telecommunication systems.
- Ensure that all buildings fall within regulatory requirements for asbestos abatement, Building Code compliance, ADA compliance, and regulations set by OSHA, EPA, and other State and Federal regulatory agencies.
- Develop annual goals and objectives for the Properties Department in accordance with the institutional mission statement and Strategic Plan.
- Develop and implement an annual budget for the department; manage the budget by approving and monitoring departmental spending; identify needs not covered by the budget and help identify and support a plan to secure additional funding.
- Work closely with the Vice President of Administration and Human Resources, the Vice President of Finance, and other senior managers to identify, oversee, and manage capital projects.
- Identify sustainable green practices, including financial return on investment analysis, and sustainable operating practices, energy efficiencies, and resource conservation initiatives.
- Administer all aspects of the Properties Department so that services are provided in a timely fashion; assign appropriate resources to ensure the departmental goals are met; develop and implement a set of policies and procedures that governs all Properties Department services.
- Oversee the Security Department.
- Oversee space allocations, furniture and fixtures, copiers, mailing procedures, etc.
- Assist in developing and carrying out policies and procedures for the division and institution as requested.
- Implement CHS personnel policy within the Properties Department; hire professional staff; prepare, review, and revise job descriptions as needed; conduct performance evaluations on staff; assist in setting goals and objectives for staff; and assist in identifying and fulfilling opportunities for staff professional and technical development.

PREFERRED QUALIFICATIONS:

- Commitment to utilizing new technology
- Commitment to public service
- Commitment to education
- Commitment to excellent customer service
- Commitment to teamwork

- Bachelor's Degree related to Architecture, Engineering, Construction Management or related discipline
- At least 5 years of increasingly responsible experience in facilities management with multiple internal and external consultants and constituents, including procurement, contract and vendor management, capital planning, and management of construction projects, including 3 years supervisory or leadership experience
- Experience working with a broad range of constituencies and a highly diverse general public
- Experience working in teams and managing teams
- Experience in working within a building operations program
- Knowledge of computer technology
- Knowledge of current trends and techniques in managing building operations
- Knowledge of issues related to museum management
- Knowledge of museum quality HVAC systems design and operation
- Ability to motivate
- Ability to plan and manage budgets
- Ability to supervise people and manage complex programs and projects
- Ability to plan and implement new programs; a wide degree of creativity and latitude is required
- Ability to perform a variety of tasks, prioritize projects and responsibilities
- Ability to lift 50 pounds and to climb and work on ladders and lifts
- Ability to solve technical, administrative, and personnel problems creatively
- Superior oral and written communication skills

SALARY and BENEFITS: Salary is competitive. Benefits include vacation, sick, and PTO time, as well as insurance and museum store discount.

Please send cover letter, resume, and the names and work phone numbers of 3 references to:

Vice President Administration & Human Resources
 Chicago History Museum
 1601 N Clark
 Chicago, ILLinois 60614

Or e-mail same to: chshr@chicagohistory.org

Application Deadline: Friday, October 23, 2009

No Phone Calls Please

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