Description

The State of Nebraska Capitol Commission is seeking an organized, dynamic, resourceful leader to serve as the Nebraska Capitol Administrator, who heads the Office of the Nebraska Capitol Commission. The position leads a team of more than twenty-five passionate individuals who care about the preservation and smooth management of the Nebraska State Capitol, a National Historic Landmark. Completed in 1932, the prairie Art Deco building is considered one of the nation's greatest architectural achievements. It was designed to be adorned inside and out with ornamentation, including extensive murals and mosaics and walls and floors. The Capitol contains all three branches of government, and is open to all Nebraskans. The Capitol Administrator sees to the building and environs ongoing preservation, maintenance, and operation.

The Capitol Administrator is appointed by the Governor of Nebraska and must be bonded. The Office of the Nebraska Capitol Commission and the Capitol Administrator were created in statute, which can be found in Nebraska Revised Statutes 72-2201-2215.

Mission Statement:
The Office of the Capitol Commission, with the advice and consent of the Nebraska Capitol Commission, is charged with developing and administering policies, programs and procedures for the on-going preservation, restoration, enhancement and interpretation of the Nebraska State Capitol, its Grounds and Environ District as both an effective working environment for State government and Registered National Historic Landmark under the U.S. Secretary of the Interior’s Standards.

An effective working environment included high quality office and ceremonial space with reasonable accommodation for ADA accessibility and provides current technological infra-structure utilizing a blend of contemporary and original furnishings within an environment of original architectural finishes based on best life-cycle cost analysis.

Examples of Work

• Reports to Capitol Commission quarterly, or as prescribed by the commission, time-cost data and final reports on State Capitol construction projects
• Maintains a complete record of plans, specifications and surveys for the building and grounds
• Responsible for site development in and around the Capitol grounds
• Works with architects and construction firms, maintenance and custodial staff, to ensure Capitol's proper care
• Ensures that visitors are escorted through the building and grounds for educational or recreational purposes
• Responsible for planning, requesting and maintaining the budget for the operation of and restoration of the building and grounds.
• Sets Historic Preservation policy for the entire Office of the Capitol Commission’s on-going functions, following the general philosophy prescribed in the US Secretary of the Interior’s Guidelines for Historic Properties.
• Represent the Nebraska Capitol Commission and Office of the Capitol Commission on various Boards and Commissions, ie. the on-going work of the Hall of Fame Commission, Capitol Mural Commission, etc.
• Other related responsibilities.

Qualifications / Requirements

REQUIREMENTS:
1) A bachelor's degree or higher degree in architecture from a NAAB accredited college or university.
2) At least five years of administrative experience in historic preservation and planning, design, and construction of major construction projects.

PREFERRED:
1) Master's degree from a National Architectural Accrediting Board (NAAB) accredited program.
2) Certificate in Preservation or significant experience in Historic Preservation.
3) Licensed architect in one or more states or NCARB certified
4) More than 10 years of administrative experience in historic preservation and planning, design, and construction of major construction projects.

Knowledge, Skills and Abilities

• Evidence of leadership, excellent communication skills, and administrative and management skills
• Ability to manage costs for projects, scope budget requests and administer budgets
• Architectural degree and experience in historic preservation
• Appreciation for architectural history and demonstrated interest in the building’s preservation.