

Historic Preservation Specialist II

Job Code
4075E1

Job Title
Historic Preservation Specialist II

Pay Grade
29

CONCEPT:

This is specialized, professional work in the preservation and restoration of historic places and historical architecture. Work involves responsibility for preparing nominations for national and state registers of historic places; developing and implementing standards and criteria for the nomination of cultural resources; preparing public education programs on various aspects of historic preservation; reviewing plans and specifications for rehabilitation or restoration projects; and developing and administering the state's heritage trust grant program. Work also includes serving as a liaison with local historical societies, architects, planners, and/or archaeologists.

TASKS

- Develops, implements and revises standards and criteria for the nomination of historic and archeological sites to national or state registers of historic places; prepares nominations to national and state registers and presents recommendations to the state historic preservation review board.
- Advises, consults and serves as a liaison with organizations, historians, architects, planners, and archaeologists on historic preservation planning, techniques, and restoration; evaluates plans and/or specifications for restoration or construction projects to determine their impact on the environment, their historical significance, or their appropriateness.
- Monitors and reviews federal and state grant projects for conformance with their objectives and with historic preservation guidelines.
- Supervises and/or participates in archaeological field investigations; evaluates and writes reports on archaeological findings.
- Participates in the computerization of the inventory of historic and archaeological sites.
- Develops a public education program in historic preservation planning, procedures, techniques and standards; presents speeches and demonstrations to the public and local historical societies.
- Develops and implements procedures, criteria, and evaluation standards for the heritage trust fund grant program.
- Responds to public requests for information and technical assistance and prepares and presents historic preservation information to the public.
- May supervise and train other professionals and volunteers in historic preservation or survey work.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements:

Bachelor's degree in architectural history, art history, historic preservation or closely related field and one year full time experience in research, writing, or teaching. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

REF: 12/13

REV: 6/23

REV: 6/24