Historic Preservation Specialist II

Job Code	Job Title	Pay Grade
4075E1	Historic Preservation Specialist II	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:
Four years of direct experience in architectural history, art history, historic preservation and one year full time experience in research, writing, or teaching.

REF: 12/13
REV: 6/23
REV: 6/24
REV: 7/25