Job Title: HISTORIC PRESERVATION SPECIALIST 2 - Review and Compliance Architectural Historian

Department: DEPARTMENT OF CONSERVATION & NATURAL RESOURCES
Division: DCNR - HISTORIC PRESERVATION
Business Unit: HR-HISTORIC PRES & ARCHIVES
Work Type: PERMANENT
Pay Grade: GRADE 35
Salary Range: $51,281.28 - $76,170.24
Fulltime/Parttime: Full Time

Recruiter: ROSANA WOOMER
Phone: 775 684-0132
Email: RWoomer@admin.nv.gov

Position Description

Historic Preservation Specialists perform professional cultural resource management activities in the form of statewide historic preservation efforts to ensure compliance with State and/or federal programs, laws, rules and regulations. This includes cooperating with other agencies and the public in conducting a comprehensive statewide survey of cultural resources and maintaining a paper, electronic, and/or GIS inventory of such properties; identifying and nominating eligible resources to the National and State Registers of Historic Places or recognizing resources by erecting State Historic Markers; preparing and implementing a comprehensive statewide historic preservation plan; assisting in the administration of the federal historic preservation assistance program within the State; advising and assisting as appropriate, federal and State agencies and local governments in carrying out their historic preservation responsibilities; cooperating with federal agencies, local governments and the public to ensure that cultural resources are taken into consideration at all levels of planning and development; providing public information, education, training and technical assistance relating to Federal and State Historic Preservation Programs; cooperating with local governments in the development of local historic preservation programs, and assisting local governments in becoming Certified Local Governments (CLGs); providing technical advice to the State of Nevada's Commission for Cultural Centers and Historic Preservation (CCCHP); managing the statutorily-mandated Nevada Site Stewardship Program; administration of the Comstock Historic District for the State as per the requirements of NRS 384; management of the Comstock History Center in Virginia City; administration of Nevada's Native American burial protection legislation.

Position Description (cont.)

This position's primary responsibility will be architectural review in the Review and Compliance program. The individual will recommend to State and Federal agencies the kind and intensity of architectural surveys and historic contexts and background studies to be conducted; review and provide comments on architectural survey reports prepared in the State to ensure they meet Federal and State standards; determine the adequacy of documentation for evaluation of cultural resources discovered; recommend whether or not to concur with federal agency determinations of significance and findings of effect; prepare and revise legally-binding agreements on behalf of the Administrator and Historic Preservation Specialist III, with federal agencies and the Advisory Council on Historic Preservation; conduct site inspections; and provide advice and technical
assistance to State and Federal agencies regarding the treatment and stewardship of cultural resources.

This position will also provide advice and technical assistance regarding the treatment of the historic built environment including landscapes; review and prepare technical papers for professional conferences and educate the public on preservation issues; and coordinate with other State and federal agencies to set standards for report writing, evaluation, stewardship, and mitigation of cultural resources. This individual will also provide preliminary review of plans for rehabilitation of historic structures; work with public agencies in the review process to ensure plans for rehabilitation conform to accepted standards; and inspect construction to ensure that it follows plans as described. This position will disseminate technical information on the Historic Preservation Tax Incentive program (Tax Act); provide design assistance to Tax Act applicants; review Tax Act applications for substantive and technical content to determine compliance with federal standards; approve applications and recommend revisions or denials; coordinate review between Tax Act applicants, National Park Service, and the division for final certification.

To see full Class Specifications visit:
http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-7_0//

Minimum Qualifications

- Master’s degree from an accredited university in archeology, anthropology, architectural history, art history, history, historic preservation, cultural geography or related field and one year of professional experience in research, writing, or teaching American architectural history, restoration architecture, history, art history, or historic preservation with an academic institution; working for a professional historic preservation consulting firm or a Federal, state, or local entity performing historic preservation work in archaeological research, architectural history, history, or historic preservation; or managing and/or maintaining cultural resource databases to include the digitization of GIS data, data validation and normalization, and resolution of duplicates; OR Bachelor’s degree from an accredited college or university in architectural history, history, art history, anthropology, historic preservation or closely related field and two years of professional experience as described above; OR one year of experience as a Historic Preservation Specialist I level in Nevada State service; OR an equivalent combination of education and experience as described above.

The Examination

Application Evaluation Exam

- The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

Special Notes:

- Applicants' professional qualifications must meet National Park Service standards as described in the Code of Federal Regulations for any one specialty as described in 36 CFR 61.
- The incumbent may be required to travel statewide.
- Secretary of the Interior Professional Qualification Standards for an Architectural Historian is required.
- Experience in the review or preparation of Section 106 submissions for compliance with the National Historic Preservation Act of 1966, as amended is required.
• This position requires applicants to attach a writing sample evaluating if properties meet the criteria for inclusion in the National Register of Historic Places and if properties within historic districts contribute to the significance of the district. In the evaluation, please discuss the historic significance of historic properties, including their historic character and appearance, integrity, and character-defining features.
• This position requires applicants to attach a writing sample that applies The Secretary of the Interior's Standards for the Treatment of Historic Properties and an assessment of effects pursuant to the Section 106 regulations for a building rehabilitation project.

Special Requirements
• This position requires up to 25% of travel.

This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.