

### Class Concept

Employee directs and manages the Historical Resources Division located in the Office of Archives and History in its statewide programs of archaeology, preservation and restoration programs for identification protection and management of properties and resources of historic and cultural significance throughout the state. Employee also manages and directs staff involved in the research, writing, editing, publishing, and broadcasting of resources designed to communicate and aid in the understanding of North Carolina's past. Under the direction of the Deputy Secretary for Archives and History, employee directs professional and support staff that manage the state's archaeological, cultural, and historic preservation activities that include the identification, protection, restoration, research, survey, renovation, and grants assistance programs for structures and areas of significance. Employee is responsible for establishing long-range programs and goals of the division, developing the operational plan for the division, and developing the policies and procedures pertaining to the conservation of cultural, historic, and archaeological resources throughout the state. Employee determines overall program activity, including those related to public awareness and participation in state-wide programs, based on federal and state laws pertaining to the preservation of historic and archaeological resources and input from the unit supervisors. Based on statutory requirements and input from unit supervisors, employee establishes the responsibilities of the positions in the division and develops changes in staffing based on long-range goals, needs of the public, and changes in laws or emphasis of historic preservation and archaeological programs. Employee ensures program goals and initiatives for all sections in the division are being met. Employee reviews program and project reports prior to submission to the federal government for grant reporting and accounting of expenditures.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of local, state, and federal laws which affect archaeological resources and preservation programs in North Carolina.
- Thorough knowledge of the policies, procedures, and operations of national, state, and local preservation programs.
- Thorough knowledge of North Carolina and American architectural history.
- Ability to plan, direct, and evaluate the work of subordinate staff.
- Ability to exercise judgement and discretion in establishing and interpreting the state's public history-related statutes, policies, and activities.

#### Minimum Education and Experience

Doctoral degree in history, anthropology, archaeology, architectural planning, or a related field from an appropriately accredited institution and five years of experience managing a public history enterprise, or experience in managing historic preservation work; or

Juris Doctor degree combined with a Master's degree in historic preservation, or related field from an appropriately accredited institution and five years of job related experience; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.