

### Class Concept

Employee directs and manages the Division of State Historic Sites and Properties. Provides leadership, vision, and strategic direction for the division. Supervises and leads section managers; establishes and enforces standards and priorities for the preservation, development, and maintenance of the properties; establishes standards for the interpretation of all historic resources and properties; promotes visitation and support of the State's heritage as represented by its historic structures and properties. The employee promotes and directs the current and future financial stability and sustainability of the division, its sites and programs through interaction with support groups, all levels of government, private agencies, corporations, commissions, foundations, and the general public. Employee builds public awareness of the mission, goals, programs, and needs of the division, and seeks to diversify funding sources to insure the continued viability, as well as the further growth and development of sites and programs. Employee oversees the development, growth, and effective utilization of the Historic Sites Fund to maximize efficiency and sustainability. The employee generates site and support group endorsement of the fund, encourages entrepreneurial initiatives, and counsels as to the utilization of revenue. Employee plays a key leadership role for the division, department, and any legislatively-mandated studies related to a variety of financial issues and initiatives.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of the principles of historic preservation and museology of sites and museum operations.
- Thorough knowledge of public history programs and policies.
- Thorough knowledge of North Carolina history, historiography, historic preservation, governmental and non-profit financial management.
- Skills in operational and strategic planning, consensus building, organizational management, fundraising and teambuilding.
- Ability to effectively network with community, support groups and stakeholders.
- Ability to communicate effectively in both oral and written form.
- Ability to build, guide, and maintain long-term partnerships.
- Ability to plan, develop, interpret, and implement policies, practices, and procedures relative to the administration of historic sites and related programs.
- Ability to adjust to changing business demands and operational priorities.

#### Minimum Education and Experience

Master's degree in public history, historic preservation, business or public administration, or a related field from an appropriately accredited institution and five years of progressive historical experience in the private or public sector which includes research and history program management; or an equivalent combination of education and experience.