

Class Concept

This is administrative and supervisory work in managing or coordinating an aspect of the preservation and restoration program for properties of historic and cultural significance throughout the state.

Under administrative direction of the Archaeology and Historic Preservation Administrator, employees supervise and coordinate a program area such as survey and registration, environmental review, or restoration. Work in these areas involves monitoring and coordinating the historic property evaluations conducted by independent grant recipients throughout the state; reviewing and researching historic property nominations; evaluating and investigating environmental impact to properties of historic or cultural significance; or advising and consulting on projects to preserve and restore buildings of historic significance. Employees perform related duties as required. Employees establish the responsibilities of the positions in the survey and restoration units and develop changes or growth in staffing based on long-range goals and needs of the section. Employees determine appropriate project assignments based on the specific goals and objectives of the projects. Employees evaluate and justify budgetary needs based on previous year's expenditures and planned projects for the coming year. Employees monitor expenditures throughout the year and discuss unexpected problems or purchase needs with the section administrator. Employees determine staff development needs for the units of preservation restoration specialists, research potential sources of training, and recommend in-house training or outside sources of training. Employees develop standards for survey procedures, environmental impact determinations, and building restoration, and ensure that adequate training exists for staff development. Employees develop standards for individual work performance in the units according to established policies and procedures. Employees provide input in the development of standards and procedures for the section.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina and American architectural history.
- Thorough knowledge of the policies, procedures, and operations of national, state, and local preservation programs.
- Ability to supervise and review the work of others.
- Ability to comprehend technical language and concepts pertaining to architecture and restoration of buildings.
- Ability to communicate effectively in oral and written form.
- Ability to organize projects and determine time frames for completion.
- Ability to develop and maintain effective working relationships.

Minimum Education and Experience

Master's degree in historic preservation, planning, architectural history, or a closely related field from an appropriately accredited institution and four years of progressive experience in historic preservation; or

Bachelor's degree in history, planning, or architectural history, or a closely related field from an appropriately accredited institution and five years of progressive experience in historic preservation; 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.