

Class Concept

This is administrative and managerial work in directing the operation, maintenance, or interpretive development of the state-owned historic sites. Under administrative direction of the State Historic Sites Director, employees supervise the managers of the sites, a crew of trades workers that perform construction and maintenance at the sites, and central office interpretive and administrative staff. Employees develop budget recommendations and monitor budget activities throughout the year and determine staffing needs at existing and future sites. Through coordination with the site managers, the employees develop long-range plans for physical restoration or enhancement and interpretive programming of the sites. Employees have significant public contact with high officials and public interest groups throughout the state to coordinate and facilitate the operation of the sites. Employees perform related duties as required.

Employees direct the site managers in the development of plans for physical and interpretive improvements for the sites. Development of the state-owned historic sites includes coordinating the interpretational needs through property development, archaeological findings, and research of the site and its historical period. Employees oversee the involvement of site managers with site support groups and local historical associations to determine, develop, and implement maintenance programs, interpretive plans, events, and fund-raising activities. Employees determine the staffing needs of developing sites based on the interpretive and physical plans developed by the section's staff. Employees participate with site managers in determining priorities from the planning process and developing budgetary and funding aspects. Employees oversee the development of staff at the sites based on input on specific needs from the managers. Employees provide in-house staff development training and identify potential outside training that will meet development needs

Historic sites are open to the public on weekends and holidays which requires the operation of shifts. Events require frequent weekend or evening work by the site managers and other staff. Historic sites are located throughout the state which adds difficulty to on-site review and monitoring.

Recruitment Standards

Knowledge, Skills, and Abilities

Extensive knowledge of North Carolina and American history. Considerable knowledge of methods, practices, tools, and equipment used in the maintenance and repair of buildings and historical structures. Considerable knowledge of business and personnel management. Ability to direct and coordinate the work of a large number of employees physically dispersed over a wide geographic area. Ability to establish long-term goals, budget requirements, and priorities for projects. Ability to negotiate with other professional staff to establish project plans and schedules. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Education and Experience Requirements - Master's degree in history, business administration, public administration, or a closely related field and five years of progressive experience in a historical agency; or graduation from a four-year college or university with a degree in history or a closely related field and six years of progressive experience in a historical agency; or an equivalent combination of training and experience.