

Class Concept

This is administrative and managerial work in directing the services of a regional office of the Division of Archives and History. Employees oversee the various aspects of the division on a regional basis and ensure that requests for consultation from local historical organizations, museums, or other cultural agencies are handled through staff follow-up or referral to specialists from the division offices. Employees serve as consultants or leaders of the teams of specialists in the office when consultation projects require a mixture of specializations. Typically, specializations in the office include museum exhibit development, Photography, historic properties surveys, historic structure restoration, records management, and Archaeology. Employees will administratively supervise specialists in these areas assigned to the Region, but expect technical direction from the sections of the division for specifics of the specialization. Employees will represent the division director with local historical organizations or government officials that seek guidance on matters pertaining to cultural resources. Employees develop long-range plans for the regional office to provide services of the Division of Archives and History to local government and historical agencies in the region. Services may include coordination and consultation on specific projects such as museum exhibits, historic properties surveys, restoration of historic structures, archives and records administration, or archaeological resources management. Employees establish and develop public contacts and determine expansion of services or areas of weaknesses in the services provided.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the programs and services of Division of Archives and History.
- Thorough knowledge of North Carolina and American history.
- Ability to organize and direct projects requiring specialized services.
- Ability to communicate effectively in oral and written form.
- Ability to supervise and coordinate the work of others.
- Ability to establish and maintain effective working relationships.

Minimum Education and Experience

Bachelor's degree in history or a closely related field from an appropriately accredited institution and five years of progressive experience in a historical agency including experience in a supervisory capacity; 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.