

**CLASS TITLE: HISTORIC PRESERVATION SPECIALIST  
(FISCAL/PROPERTY MANAGER)**

**Class Code: 02703306  
Pay Grade: 21A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform routine historic preservation planning work within the area of specialization indicated in the title of the class of position; to assist in the preparation of studies, plans, National Register of Historic Places nominations, and phases of major projects; as assigned, to manage the access to, and use and maintenance of, historic property and facilities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom specific work assignments are received in detail form; work is reviewed in process and/or upon completion for results obtained, compliance with instructions and technical adequacy.

**SUPERVISION EXERCISED:** Usually none.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the area of specialization indicated in the title of class of position:

To perform routine historic preservation planning work as assigned.

Within the Historical Preservation and Heritage Commission, to assist in the work of one of the main program areas: National Register of Historic Places; environmental review; grants survey; archaeology; technical historic preservation and heritage services; public information; and state-owned historic properties.

To assist in studies encompassing a complete phase of a major project, a survey or site report, a National Register of Historic Places nomination, a special project or an implementation program in the areas of archaeology, architectural history, historical architecture and other topics which involve physical development, management or protection of historical resources.

As assigned, to manage the access to, and use and maintenance of, historical property and facilities including interfacing with support service providers, i.e. caterers, florists and etc.

To assist in obtaining and analyzing data from field work, primary and secondary sources, formulating proposals, detailing action programs, making cost estimates and identifying legislative and other implementation requirements.

To assist in reviewing materials such as permit applications, technical reports and environmental impact statements for technical adequacy, subject matter, coverage acceptance, modification or disapproval.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of historic preservation planning, data sources, and methods of analysis as they relate to the area of specialization indicated in the title of the class of position and the ability to apply such knowledge in the performance of routine professional historic preservation planning work; a working knowledge of the principles and practices of property management; the ability to readily recognize the need for making emergency and needed repairs to such property and to estimate the probable cost thereof; the ability to use field work, historical archives, maps, charts, aerial photographs and similar materials to obtain or verify information; the ability to communicate effectively and carry out both oral and written instructions; the

ability to assist in the preparation of reports and studies; the ability to engage in field work activities requiring physical stamina and assist in the collection and analysis of a variety of relevant data; a familiarity with the methods and procedures required in order to participate in any of the relevant programs of historic preservation planning such as: National Register of Historic Places; environmental review; grants; technical preservation services; survey, archaeology, public information and/or curation of state-owned historic properties; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a Degree in the field of specialization (or a closely related field) indicated by the title of the class of position. Or, any combination of education and experience that shall be substantially equivalent to the above education.

Revised Class: June 7, 1998

Editorial Review: March 15, 2003