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**HISTORIC PRESERVATION PROGRAM SPECIALIST**

GRADE L

**SCOPE OF WORK:**

Work involves coordinating with the Deputy State Historic Preservation Officer/Division Director to plan and implement a state historic preservation program to comply with established state and federal historic preservation laws and regulations.

**DUTIES PERFORMED:**

- Oversee preservation, construction, and management of all buildings of the State Historical Society of North Dakota (SHSND).
- Plan, develop, revise, maintain, and distribute the North Dakota Statewide Comprehensive Historic Preservation Plan.
- Manage assigned programs relevant to the preservation of the state's historic cultural resources.
- Provide technical assistance and consultation to federal agencies, state and local governments, agency staff, local historical societies, interested groups, and the general public on historic preservation programs and practices.
- Coordinate, organize, and/or conduct training, workshops, and conferences relating to program responsibilities.
- Conduct research regarding assigned programs; coordinate special projects, collaborate with historic sites supervisors regarding management plans and operations.
- Represent the SHSND at conferences relevant to assigned programs and projects.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a master's degree in Architectural History, Architecture, American Studies, Art History, Historic Preservation, or History and two years of closely related full-time professional work experience or a bachelor's degree in one of the above fields and four years of closely related full-time professional work experience.

Eff. Date: 8/85

Rev: 1/01 – Updated duties and minimum qualifications, changed title from Historic Architect to Historic Preservation Program Manager.

Rev: 11/06 – Updated title, scope, duties, minimum qualifications, and factoring; added a level and changed grade

Rev: 04/12 – Deleted one level; revised title, scope of work, and duties performed

Rev: 7/12 – Conversion to Hay System