

Job Title:	Historian - Environmental Manager 2		
Job ID:	609920		
Apply Before:	07/27/2017		
Location:	Marion County		
Full/Part Time:	Full-Time		
Regular/Temporary:	Regular	Salary:	\$38,688.00
City/County/St:	Indianapolis, Marion County, IN		

Job Description:

In the Cultural Resource Office within the Environmental Services Division and under the general direction of the Section Administrator, conducts historic/architecture and historic bridge research and field survey work to determine impact of proposed transportation projects on cultural resources; prepares, reviews and evaluates historic/architecture reports and NEPA environmental documents prepared by outside consulting firms and/or departmental district environmental staff for content and format to ensure compliance with federal and state requirements.

Responsibilities:

- Acts as Principal Investigator, as qualified under the federal Secretary of the Interior standards, for survey and evaluation of historic properties, preparation of historic documentation, and production of professional reports in compliance with state and federal laws, including Indiana Code 14-21-1, Section 106 of the National Historic Preservation Act (NHPA), Section 4(f) of the Department of Transportation (DOT) Act, and NEPA
- Reviews and approves historic/architecture reports and NEPA environmental documents prepared by outside consulting firms and/or departmental district environmental staff for content and format to ensure compliance with federal and state requirements and agency policy and goals.
- Participates in developing procedures for preparation of historic/architecture documents necessary to obtain environmental clearance as mandated for all transportation projects. Works with the INDOT Districts, the State Historic Preservation Officer (SHPO), Federal Highway Administration (FHWA), Advisory Council on Historic Preservation (ACHP) and consulting parties to facilitate project compliance with state and federal cultural resource laws.
- Serves as point of contact for projects in assigned area and/or for assigned projects with appropriate INDOT District and Central Office personnel.
- Develops historic/architecture and environmental research studies to determine impact of proposed transportation projects and assists other historic, archaeological, and environmental specialists in developing NEPA and section 106 documents
- Under the general direction of the Section Administrator and senior environmental specialists, acts as point of contact in scheduling field and office reviews including meetings of projects. .
- Performs field work to develop Historic Property Reports and support approval of Section 106 documentation.
- Prepares and maintains records of investigations and other work, updates division project tracking system as necessary for assigned area/projects.
- Provides technical assistance and assists in conducting special program studies.
- Assists in development of strategies to accomplish INDOT's historic/architecture and historic bridge program objectives, develops survey methodology & analysis techniques.
- Assists in developing policies, procedures and methods relative to INDOT's historic/architecture and historic bridge programs;
- Assists in training departmental and/or consultant personnel in the recognition and treatment of historic/architecture resources and the Department's responsibilities and requirements under any applicable laws

- Assists other cultural resource staff as directed
 - Participates in Quality Assurance Reviews of districts to ensure compliance with guidance, rules, and laws.
 - Serves as an environmental manager responsible for managing and reviewing a variety of programs and program elements.
 - Responds to inquiries, comments, and/or questions from citizens, local government officials, historic preservation and other special interest groups, consulting parties, and agency staff.
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Preferred Experience:

- Must meet Secretary of Interior's Professional Qualification Standards as per 36 CFR Part 61.
 - Graduate degree in history, architectural history, historic preservation, or closely related field, with coursework in American history architectural history;
 - Specialization and substantial experience in Midwestern history and historical architecture, including fieldwork, analysis and reporting.
 - Familiarity with state and federal preservation and environmental laws.
 - Ability to research and write accurate, precise, clear and thorough reports.
 - Knowledge of the agency mission, programs, and administrative policies;
 - Ability to effectively interact and orally communicate with parties of diverse levels of cultural resources expertise.
 - Ability to develop and define procedures and accomplish objectives within the appropriate and established deadlines.
 - Ability to conceptualize and initiate studies, formulate ideas, develop alternatives, make decisions and recommendations based on knowledge of legal guidelines, INDOT policy, and cultural resources.
 - Ability to formulate sound recommendations and make appropriate decisions with consideration of potential impact on operations;
 - Ability to analyze cultural resource data and prepare cultural resource reports;
 - Ability to perform in a professional manner and make sound recommendations
 - Problem solving and analytical skills;
 - Ability to conduct research, draw logical conclusions, prepare technical reports, and make recommendations;
 - Valid Indiana Drivers License.
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Benefits:

The State of Indiana offers a comprehensive benefit package which includes:

- Medical / Dental / Vision plans
- Health Savings Account available with Employer Contribution
- Prescription Coverage
- Employee Assistance Program
- Employer-funded Retirement Plan
- Deferred Compensation Plan with Employer Match
- Flexible Spending Account
- Work/life balance: 24 Paid Days Off and 12 Holidays, per year
- Group Life Insurance
- Public Service Loan Forgiveness Program

Want the specifics? [Explore the Benefits of Working in State Government!](#)

Note: As a security feature, this application will 'time out' after a period of inactivity. It is recommended that you open the above link and then return immediately to complete the remainder of the application.

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer.