

## OPS Historic Sites Specialist - Architectural Historian

40 hours per week/ \$14.00 to \$16.50 per hour

### Requirements:

- Master's degree in historic preservation, architectural history, architecture, or a related field
- Meets the Secretary of Interior's Professional Qualifications Standards for Architectural History
- Knowledge of the National Historic Preservation Act of 1966, including Section 106, and Chapter 267, Florida Statutes
- Knowledge of the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Knowledge of eligibility requirements and criteria for the listing of historic properties in the National Register of Historic Places
- Knowledge of architectural survey field methods
- Knowledge with architectural styles
- Functional ability with Microsoft Office Suite (Word, Excel, etc.)
- Familiarity with ESRI ArcView GIS software preferred
- Knowledge of Florida's historical and architectural resources
- Ability to consistently meet deadlines and manage multiple projects

### Duties:

Review a variety of projects to assess their effects on historical resources in accordance with federal, state, and local preservation laws and regulations.

Prepare appropriate review response correspondence to federal and state agencies.

Provide technical assistance and information regarding the Compliance Review program to federal, state, and local agencies, private consultants, and the general public, particularly as it relates to the historic preservation review process.

Apply the Secretary of the Interior Standards for the Treatment of Historic Properties to reviews involving the rehabilitation, restoration, or demolition of historic structures listed or eligible for listing in the National Register of Historic Places. Includes the review of architectural schematics, blueprints, drawings, and designs for rehabilitation, restoration, and reconstruction of historic buildings.

Consult with federal, state, and private entities regarding appropriate treatment of historic properties pursuant to the National Historic Preservation Act of 1966, Chapter 267, Florida Statutes, and the Secretary of Interior's Standards for the Treatment of Historic Properties.

Maintain project files in an orderly manner and consistently meets project review deadlines.

Perform other related duties as required.