

1. Position Code STDIVADM

State of Michigan
Department of Civil Service
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909

Federal privacy laws and/or state confidentiality requirements protect a portion of this information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Michigan Strategic Fund/MEDC
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Economic Development Incentives & Services
4. Civil Service Classification of Position State Division Administrator 17	10. Division State Historic Preservation Office
5. Working Title of Position (What the agency titles the position) State Historic Preservation Officer	11. Section
6. Name and Classification of Direct Supervisor Michele Wildman, Non-State Supervisor Chief Incentives Officer	12. Unit
7. Name and Classification of Next Higher-Level Supervisor Jennifer Nelson, Non-State Supervisor Chief Operating Officer	13. Work Location (City and Address)/Hours of Work 300 N. Washington Square, Lansing, MI 8:00am –5:00pm

14. General Summary of Function/Purpose of Position
 This position serves as the State Historic Preservation Officer for the Michigan State Historic Preservation Office (SHPO), administering Michigan's historic preservation program as mandated by the Historic Preservation Act of 1966 and supervising the staff of the Office. This involves preservation planning, work with community organizations, assistance to state agencies and local governments, review of federally funded projects for their impact on cultural resources, assistance for those seeking federal historic preservation tax credits, designation programs including historic markers and the National Register of Historic Places, and grant programs.

15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time** 40

Responsible for leading, planning, directing, and coordination of the activities of the State Historic Preservation Office (SHPO) in compliance with the Historic Preservation Act of 1966 and in support of the MEDC's strategic focus of economic and community development.

Individual tasks related to the duty.

- Consult with and advise the Fund President, members of the State Historic Preservation Review Board, members of the Michigan Strategic Fund Board, and other organizational and state leadership on Michigan's historic preservation program and initiatives.
- Lead statewide historic preservation planning activities by working with private non-profit organizations, professionals in the preservation community, community organizations, local government, and state agencies to set the course for historic preservation in Michigan.
- Evaluate and ensure that the state annual plans reinforce the statewide plan and are in compliance with federal requirements; monitor survey activities and ensure that the results are used in statewide and community historic preservation planning efforts.
- Monitor the preparation of National Register nominations, the Certified Local Government Program, the Michigan Lighthouse Assistance Program, and provisions of Michigan's Local Historic Districts Act.
- Recruit, train, and work with the State Historic Preservation Review Board.
- Ensure that the review of federally funded projects for their cultural impact is carried out in an effective, timely, and fair manner
- Negotiate appropriate mitigation measures and memoranda of agreement with outside agencies on complex projects involving damage to cultural resources
- Oversee monitoring of preservation covenants, oversee appeals from local historic district commission actions.
- Ensure that grant application, selection and award process is fair; ensure that funds are spent and accounted for in an appropriate manner and that resulting agreements to preserve historic resources are monitored.
- Monitor the review of historic tax credit projects; monitor staff review of historic district study reports, local historic district ordinance and certified local governments.
- Establish and maintain effective working relationships with businesses, organizations, and government officials to develop and enhance the advancement of this program.
- Work with partners, state agencies, the Michigan Historical Commission, and others to implement preservation programs in Michigan.

Duty 2

General Summary of Duty 2 **% of Time** 20

Manage the administrative functions of the SHPO and its staff.

Individual tasks related to the duty.

- Select and assign staff, ensuring equal employment opportunity.
- Set expectations and objectives for staff, ensuring that staff activities support the annual objectives of the work program and produce quantifiable results; monitor the use of computer programs, contracts, and other methods to work more effectively.
- Provide guidance and direction to staff
- Develop policies and procedures for the office and recommend program changes.
- Ensure proper labor relations and conditions of employment are being maintained.
- Prepare and monitor budgets for this office.
- Identify staff training and obtain such training as needed.

Duty 3

General Summary of Duty 3

% of Time 20

Develop and promote public education within the State of Michigan surrounding historic preservation resources and programs.

Individual tasks related to the duty.

- Through public speaking, writing and participation in statewide and regional groups, convey to the public the value of historic preservation and the tools and techniques available to achieve it. Represent the state's position on historic preservation in Michigan.
- Facilitate community efforts to encourage historic preservation and resolve preservation issues.
- Meet with legislators and other leaders who are concerned about historic preservation standards and the effects of the environmental review process.

Duty 4

General Summary of Duty 4

% of Time 20

Other duties as assigned.

Individual tasks related to the duty.

- Any issues that may arise that the Executive Office or other Community Development sections may need assistance with.
- Miscellaneous duties as needed.

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Any issues that arise in the day to day operations within this office.

Assessing effects of federal undertakings in historic resources resulting in mitigations of effects when adverse.

Management of staff within SHPO.

17. Describe the types of decisions that require your supervisor's review.

Controversial decisions involving great sums of money, politically sensitive decisions, or high-ranking officials.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Standard office setting with moderate travel, public speaking.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Martha MacFarlane-Faes	Historian Manager 15	Todd Walsh	Departmental Specialist 13
Scott Slagor	Historian Manager 14	Nathan Nietering	Departmental Analyst

Katie Kolokithas	Departmental Analyst 12	Nathan Nietering	Departmental Analyst 12
Vacant	Departmental Specialist 13	Diane Tuinstra	Historian 12

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

21. I certify that the above answers are my own and are accurate and complete.

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?
Yes.

23. What are the essential duties of this position?

The State Historic Preservation Officer administers Michigan's historic preservation program as mandated by the Historic Preservation Act of 1966 and supervises the division's staff. This includes leading, planning, directing, and coordination of the activities of the State Historic Preservation Office (SHPO), managing the administrative functions of the SHPO and its staff, and developing and promoting public education surrounding Michigan's historic preservation resources and programs.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The State Historic Preservation Office carries out the objectives of the Historic Preservation Act of 1966 and preservation related state laws. The function is to identify, protect, and preserve all districts, sites, buildings, structures, and objects with Michigan potentially significant in American history, architecture, archeology, and culture. The office plans and carries out public information, survey, registration, protection, legislative, and technical assistance activities. This position serves as the State Historic Preservation Office for the Office.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

Master's degree in history, art history, historic preservation, American studies, architecture, architectural history, planning, or public administration is preferred.

EXPERIENCE:

Two years of professional experience as a manager or program/staff specialist or equivalent experience.

Three years senior level/management experience in a historic preservation program either in a state historic preservation office, the National Park Service, a state or national preservation organization, or a certified local government is preferred.

Preferred candidate will also have experience that align with one or more areas within the [Secretary of the Interior's Professional Qualification Standards for Archeology and Historic Preservation](#).

KNOWLEDGE, SKILLS, AND ABILITIES:

Proven ability to supervise, write, speak, edit, teach, organize, define issues, analyze programs, propose solutions, negotiate, facilitate, and execute independent judgement. Knowledge of federal historic preservation program, Secretary of the Interior's Standards, national preservation organizations.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. I certify that the entries on these pages are accurate and complete.

Appointing Authority's Signature

Date