

Architectural Historian – 7010308

Salary Range: \$2,416.37—\$2,549.48 semi-monthly *salary will be based on education and experience

Job Location: This position is with the Missouri Department of Natural Resources, Division of State Parks, State Historic Preservation Office, and will be located at 1659 E. Elm, Jefferson City MO 65101.

Why you'll love this position:

This is an opportunity to join the Missouri State Historic Preservation Office (SHPO) and influence the outcome of treatments for historic properties throughout the state. As the Section Chief of the Architectural Preservation Services Section, you will provide technical expertise in historic preservation methods and materials to staff, property owners, architects, developers, and communities for a variety of historic preservation programs. In this position, you will also share your knowledge of rehabilitation tax credits, Section 106, preservation easements and covenants, historic structure reports, and more, helping to ensure a future for Missouri's irreplaceable historic places.

What you'll do:

- Oversee and provide guidance to SHPO architectural historians and contractors, including training, planning and assigning work; coaching and performance assessment; and filling section vacancies as they arise.
- Provide guidance in the preservation and rehabilitation of historic properties, primarily through interpretation of the Secretary of the Interior's Standards for the Treatment of Historic Properties (SOI Standards).
- Review architectural designs and project proposals to provide information on appropriate treatments and technical assistance in accordance with the SOI Standards.
- Focus on assuring compliance with state and federal preservation regulations related to historic property treatments proposed or performed under historic tax credit programs, Section 106 undertakings, preservation grants, and/or the monitoring of state held easements and covenants.
- Advise property owners and project contacts how to provide sufficient documentation to ensure proposals or applications are compatible with federal standards.
- Evaluate the significance of cultural resources and their eligibility for the National Register of Historic Places.
- Develop, prepare, and present quarterly and annual historic tax credit reports and presentations regarding design and technical issues as related to application submission and the SOI Standards. Certified Local Governments (CLGs), property owners, preservationists, developers and/or other professionals will be the target of these presentations.
- Visit historic properties, attend meetings, and prepare site visit reports. Site visit conditions may involve abandoned buildings, walking on uneven surfaces, climbing flights of stairs, low light situations, and dust.
- Set annual budget projections, monitor section budget and track expenditures.
- Perform duties with significant independence, judgment, and initiative within established guidelines.

All you need for success:**Minimum Qualifications**

- Master's degree in history, architectural history, historic preservation, or closely related field and one (1) year of relevant experience. *(Other approved education or experience may be considered as a substitute for the required education or experience.)*

Preferred Qualifications

- A strong understanding of each of the treatment standards under the SOI's Standards and ability to interpret them for various building situations.
- Knowledge of architectural design, construction detailing, construction procedures, and building materials and systems with an emphasis on historic projects.
- Familiarity with the National Historic Preservation Act, its implementing regulations, and the four-step Section 106 review process.
- Technical ability to skillfully review and interpret architectural styles, types, drawings, terms, construction systems and materials.
- Supervisory experience and demonstration of strong leadership skills.
- Excellent customer service skills and experience with providing technical assistance to external clients.
- Ability to establish and maintain successful working relationships with co-workers, agency staff, state and federal partners, and external clients.
- Effective and accurate written and oral communication.
- Ability to work independently in assessing and managing priorities.
- Proficiency in Microsoft Office programs, including Word, Excel, PowerPoint and Access.
- Budget management experience.

Lack of post-secondary education will not be used as the sole basis denying consideration to any applicant.

More reasons to love this position:

The State of Missouri offers an excellent benefits package that includes a defined pension plan, generous amounts of leave and holiday time, and eligibility for health insurance coverage. Your total compensation is more than the dollars you receive in your paycheck. To help demonstrate the value of working for the State of Missouri, we have created an interactive Total Compensation Calculator. This tool provides a comprehensive view of benefits and more that are offered to prospective employees. The Total Compensation Calculator and other applicant resources can be found [here](#).

If you have questions about this position please contact:

Dawn Scott, 573-522-0571 or dawn.scott@dnr.mo.gov

or

Amy Richards (DNR Recruiter), 573-526-1640 or amy.richards@dnr.mo.gov

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