



State of Rhode Island

SENIOR HISTORIC PRESERVATION SPECIALIST (RIHPHC) HISTORIAN/PUBLIC INFORMATION COORDINATOR

SALARY	\$40.24 - \$45.56 Hourly \$73,240.00 - \$82,925.00 Annually	LOCATION	RI 02903, RI
JOB TYPE	Non-Union (99)	JOB NUMBER	206210000
DEPARTMENT	HISTORICAL PRESERVATION AND HERITAGE COMMISSION	OPENING DATE	03/25/2024
CLOSING DATE	4/25/2024 11:59 PM Eastern	PAY GRADE	00131A
CLASSIFICATION	Classified	SCHEDULED WORK DAYS; HOURS OF WORK	9:00 am to 4:30 pm
WORK WEEK	Standard 35.0 Hours	BARGAINING UNION	Non-Union (99)

Class Definition

GENERAL STATEMENT OF DUTIES: Within the Rhode Island Historical Preservation and Heritage Commission (RIHPHC), to perform difficult and complex professional historic preservation planning work within the area of specialization indicated in the title of the class of position; to be responsible for the preparation of studies, plans, and reports, as well as phases of major projects; and/or to be responsible for the review of projects undertaken by other state or federal agencies, including the assessment of impacts on historic resources; and/or to be responsible for agency public information, events, programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some degree of latitude for the exercise of initiative and independent professional judgement; work assignments are received in outline form as to objectives and the utilization of appropriate methods and processes; work is reviewed upon completion for results attained, professional and technical adequacy to desired objectives and goals.

SUPERVISION EXERCISED: As required, collaborates with and reviews the activities of consultants and professional, technical and clerical personnel assigned to assist.

Illustrative Examples of Work Performed

Within the Rhode Island Historical Preservation and Heritage Commission (RIHPHC), to perform difficult and complex professional historic preservation planning work within the area of specialization indicated in the title of the class of position; to be responsible for the preparation of studies, plans, and reports, as well as phases of major projects; and/or to be responsible for the review of projects undertaken by other state or federal agencies, including the assessment of impacts on historic resources; and/or to be

responsible for agency public information, events, programs; and to do related work as required.

To coordinate the work of one of the agency's main program areas: survey and National Register of Historic Places; archeology; environmental review; or public information.

To perform studies encompassing a complete phase of a major project, a survey or site report, a National Register of Historic Places nomination; a special project or an implementation program in the areas of archeology, architectural history, history, historical architecture and other topics which involve the physical development, management, or protection of historical resources.

To obtain and analyze data from fieldwork and primary and secondary sources, detail action programs, and identify legislative and other implementation requirements.

To work closely with cooperating agencies, committees, and interest groups in carrying out various activities associated with historic preservation programs, projects, and services.

To obtain input from such sources and to include this input in various studies.

To present completed studies to governmental bodies and the public.

To review materials such as permit and grant applications, technical reports, and environmental impact statements for technical adequacy, subject matter coverage, and conformance to policies and recommendations, and to make recommendations for acceptance, modification or disapproval.

To do related work as required.

To serve as a source within the Commission for the preparation, review, and release of public information and media; to write news releases; to serve as a point of contact with news media; to design, create content, and publish to website and electronic newsletters; to create content for and monitor social media accounts.

To assist in the preparation, coordination, and promotion of public programs that promote historic preservation and provide preservation training.

To work with consultants and partners in planning and production of public programs and trainings.

To provide communications for public programs organized by other staff.

To assist with compiling answers to requests from the public and government agencies for information, public records, research, and resources; to be responsible for posting public meetings and for hosting them virtually (as required); to complete and share research and resources.

To review and make recommendations on National Register of Historic Places nominations, State Preservation Grant applications, Certified Local Government grant applications, Awards nominations, and work products by consultants for technical accuracy and completeness.

To represent the Executive Director at meetings and decision-making panels of other agencies and organizations.

To contribute to special projects development; to research new programs and policies of the Commission.

To assist with the organization, coordination, and promotion of special events for the Commission and its partners.

Required Qualifications for Appointment

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of historic preservation planning, data sources, and methods of analysis as they relate to the area of specialization indicated by the title of the class of position and the ability to apply such knowledge in the performance of difficult and complex professional historic preservation planning work; a working knowledge of the methods and procedures required in order to carry out the relevant programs of historic preservation planning such as: National Register of Historic Places, environmental review, technical preservation services, survey, archeology, and/or public information; the ability to use standard technical procedures and established methodology; the ability to identify appropriate procedures developed by others,

test them, and use them under varying circumstances; the ability to use field work, historical archives, maps, charts, aerial photographs, and similar materials to obtain or verify information; the ability to understand and carry out complex oral and written instructions; the ability to review the activities of professional, technical and clerical personnel, and consultants; the ability to establish and maintain effective working relationships with federal, state, local, private and public agencies, organizations and individuals; the ability to write effectively and to make oral presentations; the ability to engage in field work activities requiring physical stamina; and related capacities and abilities. Must satisfy the requirements specified in the Secretary of the Interior's Historic Preservation Professional Qualifications Standards for the area of specialization.

EDUCATION AND EXPERIENCE:

Education: Possession of a Graduate Degree in the field of specialization or a closely related field; and

Experience: Employment as a Historic Preservation Specialist in the field of specialization indicated in the title of the class of position.

Or, employment in a responsible position in a federal, state, municipal or public or private agency or organization involving the performance of professional work in the field of historic preservation planning in an area of specialization indicated in the title of the class of position.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Supplemental Information

As described in the job specification, the Historian/Public Information Coordinator is responsible for compiling, managing, and disseminating information in a variety of formats, both within the RIHPHC and externally. In so doing, the Historian/Public Information Coordinator facilitates the effective implementation of the RIHPHC's various program areas; educates others, including government entities, non-profit organizations, and the public, about the RIHPHC's activities; and promotes a general understanding of historic preservation principles and practices. The Historian/Public Information Coordinator should have excellent analytical and organizational skills, as well as the ability to communicate and work effectively with a range of audiences.

In addition to the "illustrated examples of work performed" included in the job specification, the Historian/Public Information Coordinator's responsibilities include:

- Establishing effective systems for gathering data about activity across RIHPHC program areas.
- Investigating and implementing a multi-year public outreach strategy for the RIHPHC, in coordination with staff, Commissioners, and other stakeholders
- Compiling and analyzing informational data for use by RIHPHC staff, Commissioners, or other stakeholders to evaluate the effectiveness of the RIHPHC's programs and to inform policy.
- Coordinating the RIHPHC's response to requests made through the Access to Public Records Act, to ensure agency compliance.
- Serving as the RIHPHC's primary resource on the Open Meetings Act, to ensure agency compliance.
- Preparing and disseminating minutes of the meetings of the RIHPHC and the Rhode Island State Historical Preservation Review Board.
- Conducting research and fieldwork on individual historic properties, groups of properties, and/or general topics related to Rhode Island's historic resources and their preservation.

Agency

State of Rhode Island

Address

One Capitol Hill

Providence, Rhode Island, 02908

Website

<http://www.apply.ri.gov>

