

DCA; Housing and Community Development, Historic Preservation Division

National Register Historian (NRP032 Curator/Preservationist 3)

Position description

REQUIRED for application:

- resume
- a cover letter
- writing sample

ENTRY QUALIFICATIONS:

Bachelor's degree in architectural history or historic preservation or a closely related field from an accredited college or university and one year of experience in a directly related field.

OR

Bachelor's degree from an accredited college or university and two years of experience in an equivalent position.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants with a postgraduate degree in Historic Preservation or a closely-related discipline, such as architecture, architectural history, or landscape architecture, in combination with one or more of the following qualifications:

- Experience evaluating historic resources for eligibility for listing in the National Register of Historic Places (analyzing integrity, evaluating resources according to the National Register Criteria for Evaluation)
- Demonstrated experience writing National Register of Historic Places nominations
- Experience reviewing and evaluating National Register of Historic Places nominations at the federal and/or state level
- Advanced knowledge of Georgia history and historical development
- Proficiency in architectural analysis of Georgia resources (familiarity with established contexts and terminology and its application)
- Proficiency with ArcGIS (advanced training sufficient to use ArcGIS independently)

WORKING CONDITIONS (TRAVEL, HOURS, ENVIRONMENT)

This position is currently designated as a hybrid (part in-office and part remote/telework) position. This position is full time (40 hours per week) and may require occasional overtime. Local periodic travel may be required.

PHYSICAL / SENSORY REQUIREMENTS:

Work is principally stationary, but the person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc., and consistently operate a computer and other office equipment.

Must be able to remain in a stationary position 50% of the time.

Must be able to perform office-related duties.

Must be able to operate office equipment.

Must be able to establish and maintain effective working relationships with employees, applicants, and community agencies and other entities that provide services.

Must be able to perform essential job functions, with or without reasonable accommodation.

Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

Must maintain punctuality and attendance as scheduled.

Position description:

Position serves as a National Register of Historic Places program historian, including general support to the National Register and Survey Program. Works directly with the NR Program Manager and three additional National Register staff; works closely with Tax Incentive Program and Survey Program staffs; and serves as a primary contact for program-related information and assistance to other Division staff including Environmental Review Historians, Offices Directors, and the Division Director, as well as the public. Processes and makes recommendations regarding preliminary assessment of eligibility submissions and general historic resources information submittals; reviews and prepares National Register nominations and supporting documentation; advises applicants throughout the Georgia and National Register nomination process; and undertakes research and outreach as relevant, in accordance with state and federally mandated specifications. Coordinates ArcGIS mapping of National Register-listed historic resources and districts (polygons). Processes and makes National Register recommendations regarding Federal Part 1 and State of Georgia Part A tax incentives applications.

Develops and maintains relationships with the public, such as property owners and nomination sponsors, and fellow preservation professionals, including partner entities and the Georgia National Register Review Board. Coaches constituents and applicants of all levels of experience regarding the National Register and related processes. Provides professional expertise in Georgia history and the research and documentation of historic properties in Georgia. Initiates, coordinates, reviews, and develops historic contexts, and initiates and develops techniques for the identification and evaluation of historic resources in Georgia. Manages outsourced projects, establishing and enforcing timelines, deliverables review, and feedback between multiple internal and external parties. Represents the Division in meetings and via public presentations and speaking engagements. Conducts site visits as necessary, including occasional off-hours meetings and overnight stays. Participates in special projects as necessary.