

COMMONWEALTH OF PENNSYLVANIA  
invites applications for:



**Preservation Incentives Division  
Manager (Historic Preservation  
Manager)**

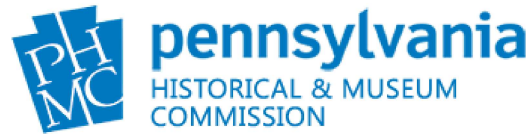
The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

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**SALARY:** \$70,651.00 - \$107,306.00 Annually  
**JOB TYPE:** Non-Civil Service Permanent Full-time  
**DEPARTMENT:** Historical & Museum Commission  
**LOCATION:** Dauphin County  
**OPENING DATE:** 02/21/23  
**CLOSING DATE:** 03/17/23 11:59 PM  
**JOB CODE:** 26560  
**POSITION NUMBER:** 00066176  
**UNION:** Non Union  
**BARGAINING UNIT:** C3  
**PAY GROUP:** ST09  
**BUREAU/DIVISION CODE:** 0030600  
**BUREAU/DIVISION:** Pennsylvania Historic Preservation Office/ Bureau Division  
**WORKSITE ADDRESS:** Keystone Building, 400 North Street  
**WORKSITE ADDRESS:** Floor 2  
**CITY:** Harrisburg, Pennsylvania  
**ZIP CODE:** 17120  
**CONTACT NAME:** Andrea MacDonald  
**CONTACT EMAIL:** amacdonald@pa.gov  
**THE POSITION:**

Are you interested in joining a proactive and dedicated team of preservationists, historians, and archaeologists? The Pennsylvania State Historic Preservation Office (PA SHPO) is seeking a manager to lead the Preservation Incentives Division and help advance PA SHPO priorities. This

position is ideal for a professional with proven leadership and relationship-building skills and who has broad knowledge of historic preservation programs.



## **DESCRIPTION OF WORK:**

This is a management position responsible for the direction and operation of the Division of Preservation Incentives within the Pennsylvania Historical and Museum Commission's State Historic Preservation Office (SHPO). This Division is responsible for oversight, education and promotion of federal and state incentive programs, including Historic Preservation Tax Credits, Keystone Historic Preservation Grants, Pennsylvania Historical Markers, and the Historic Property Inspection Program. Responsibilities include directing the work of the division, as well as providing education, technical assistance, and promotion of federal and state incentive programs.

Interested in learning more? Additional details regarding this position can be found in the [position description](#).

### **Work Schedule and Additional Information:**

- Full-time employment.
- Work hours are 8:30 am to 5:00 pm, Monday - Friday, with 60-minute lunch.
- **Telework:** Telework eligible (part-time): You will have the opportunity to work from home (telework) not to exceed 3 days a week. Specific days will be determined by bureau director according to bureau needs. In order to telework, you must have a securely configured high-speed internet connection. If you are unable to telework, you will have the option to report to the headquarters office in Harrisburg.
- **Salary:** In some cases, the starting salary may be non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

## **REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:**

### **QUALIFICATIONS**

#### **Minimum Experience and Training Requirements:**

- A Master's Degree in Architectural History, Archaeology, or a closely related field; and one year in the Historic Preservation Supervisor classification; **or**
- A Master's Degree in Architectural History, American History, Archaeology, or a closely related field, plus three years experience working on an architectural survey, an architectural restoration and preservation project, historic preservation program, or a preservation assistance project; **or**
- Any equivalent combination of experience and training.

#### **Additional Requirements:**

- Three or more years of experience managing a team of individuals and overseeing group work.
- Three or more years of experience interpreting and applying National Park Service guidance and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Experience coordinating and conducting site visits and meetings to advise and assist partners.

- You must be able to perform essential job functions.

**Preferred Qualifications (not required):**

- Three or more years of working experience in Architectural Survey, Archaeology Survey, Historic Preservation Planning or Preservation Incentives (tax credits/grants, etc.) projects.
- Experience writing and executing agreements, scopes of work, and contracts.
- Work experience conveying the importance of historic properties through research, writing, teaching, interpretation, or other demonstrable professional activity.
- Technical proficiency in the following computer applications:
  - Office 365
  - ArcGIS
  - Adobe Acrobat Pro
- Experience supervising professional staff.
- Experience or expertise in the following areas:
  - Public Communication/Outreach
  - Programmatic Agreements/Memoranda of Understanding
  - Applying the Secretary of the Interior's Standards
  - Report Writing
  - Project Management
  - Contract and/or grant management
  - Historic Preservation Planning
  - Implementing Plans
  - Public Education and Developing Training Programs and Manuals
  - Administering a local or statewide Certified Local Government Program
  - Overseeing Historic and/or Archaeological Resource Surveys
  - Applying National Register Criteria/Determining the Historical significance of properties
- Experience using Geographic Information Systems (GIS).

**How to Apply:**

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted.
- **Failure to comply with the above application requirements may eliminate you from consideration for this position.**

**Telecommunications Relay Service (TRS):**

- 711 (hearing and speech disabilities or other individuals).

If you are contacted for an interview and need accommodations due to a disability, please discuss your request for accommodations with the interviewer in advance of your interview date.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

## EXAMINATION INFORMATION:

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Job #N-2023-44752  
PRESERVATION INCENTIVES DIVISION MANAGER  
(HISTORIC PRESERVATION MANAGER)

OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

OE

[jobs@pa.gov](mailto:jobs@pa.gov)

An Equal Opportunity Employer

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### Preservation Incentives Division Manager (Historic Preservation Manager) Supplemental Questionnaire

- \* 1. Have you been employed by the Commonwealth of Pennsylvania as a Historic Preservation Supervisor for one or more years full-time
  - Yes
  - No
- \* 2. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.
- \* 3. How many years of full-time professional experience working on an architectural survey, an architectural restoration and preservation project, a historic preservation program, or a preservation assistance project do you possess?
  - 3 years or more
  - 2 but less than 3 years
  - 1 but less than 2 years
  - Less than 1 year
  - None
- \* 4. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.
- \* 5. How much graduate coursework have you completed in Architectural History, Historic Architecture, Historic Preservation Planning, Historic Preservation, nonprofit management, grants management, finance, or business management? If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your

application by using the "Attachments" tab on the left. You will not be able to add a transcript(s) to the application after it has been submitted.

If your education was acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit

<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3>

and click on Other Information.

- 30 credits or more
- Less than 30 credits
- None

- \* 6. How much graduate level college coursework have you completed in American History, Archaeology, Prehistoric Archaeology, Conservation, Cultural Anthropology, Curation, Engineering, Folklore, Historic Landscape Architecture, or History? If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add a transcript(s) to the application after it has been submitted.

If your education was acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit

<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3>

and click on Other Information.

- 30 credits or more
- Less than 30 credits
- None

- \* 7. How many years of full-time professional experience do you possess in Architectural History, American History, Archaeology, Prehistoric Archaeology, Historic Archaeology, Conservation, Cultural Anthropology, Curation, Engineering, Folklore, Historic Architecture, Historic Landscape Architecture, Historic Preservation Planning, Historic Preservation, or History?

- 1 year or more
- 6 months but less than 1 year
- Less than 6 months
- None

- \* 8. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

- \* 9. Additional Requirement - Do you have 3 or more years of experience managing a team of individuals and overseeing group work?

- Yes
- No

- \* 10. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

- \* 11. Additional Requirement - Do you have 3 or more years of experience interpreting and applying National Park Service guidance and the Secretary of the Interior's Standards for the Treatment of Historic Properties?
  - Yes
  - No
- \* 12. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.
- \* 13. Additional Requirement - Do you have experience coordinating and conducting site visits and meetings to advise and assist partners.
  - Yes
  - No
- \* 14. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.
- \* 15. Preferred criteria - What level of education do you have?
  - Master's degree or greater
  - Bachelor's degree
  - Less than a Bachelor's degree
  - No degree
- \* 16. Preferred criteria - If you have a Master's degree, is your degree in one of the following majors or fields?
  - Architectural History
  - American History
  - Archaeology
  - Historic Preservation
  - A closely related field
  - Another field
- \* 17. Preferred criteria - If you answered "a closely related field" or "another field" in the question above, in what field is your degree?
- \* 18. Preferred criteria - Please indicate which areas you have at least 3 years of working experience. Check all that apply.
  - Architectural Survey
  - Archaeology Survey
  - Historic Preservation Planning
  - Preservation Incentives (tax credits/grants/etc.) projects
  - None
- \* 19. Preferred criteria - Have you completed any coursework in Pennsylvania history and/or architectural history?

Yes

No

- \* 20. Preferred criteria - Do you have experience writing and executing agreements, scopes of work, and contracts?

Yes

No

- \* 21. Preferred criteria - How many years of work experience do you have in conveying the importance of historic properties through research, writing, teaching, interpretation, or other demonstrable professional activity?

None

Less than 1 year

1 but less than 3 years

3 + years

- \* 22. Preferred criteria - How many years of work experience do you have with working with the National Register of Historic Places program?

None

Less than 1 year

1 but less than 3 years

3+ years

- \* 23. Preferred criteria - Check the boxes to indicate in which programs you have technical proficiency for the following personal computer applications. Please check all that apply.

Office 365

ArcGIS

Adobe Acrobat Pro

- \* 24. Preferred criteria - How many years of supervising professional staff do you have?

None

Less than 1 year

1 but less than 3 years

3+ years

- \* 25. Preferred criteria - If you have experience and/or expertise in the following areas, please indicate so by marking the appropriate abilities. Please check all that apply.

Public Communication/Outreach

Programmatic Agreements/Memoranda of Understanding

Applying the Secretary of the Interior's Standards

Report Writing

Project Management

Contract and/or grant management

Historic Preservation Planning

Implementing Plans

Public Education and Developing Training Programs and Materials

Administering a local or statewide Certified Local Government Program

Overseeing Historic and/or Archaeological Resource Surveys

Applying National Register Criteria/Determining the historical significance of properties

None of the above

- \* 26. Preferred criteria - How many years of experience do you have with using Geographic Information Systems (GIS)?

1 - 3 years

3+ years

None

- \* Required Question