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## Project Reviews Manager - Archaeology

📍 800 E 17th Ave, Columbus, Ohio 43211, USA | 💰 \$ 49000-56000 per year | 🏠 Salary | 🕒 Full Time  
| 🏥 Medical, dental, vision, Life/AD&D, Disability, State pension, deferred compensation, generous paid time off

0Manager%20-%20Archaeology%20at%20Ohio%20History%20Connection&body=Apply%20for%20the%20Project%20Reviews%20Manager%20-%20Archaeology%20at%20Ohio%20History%20Connection%20using%20the%20link%20



**Position:** Project Reviews Manager - Archaeology

**Department:** State Historic Preservation Office, Columbus, OH

**Salary:** \$49,500 - \$56,000/year

**Benefits:** Medical, dental, vision, Life/Disability, retirement savings options and state pension, paid vacation and sick time, paid holidays, free museum membership and discounts

### About Ohio History Connection:

The Ohio History Connection, formerly the Ohio Historical Society, is a statewide history organization with the mission to spark discovery of Ohio's stories. Chartered in 1885, the OHC carries out history services for Ohio and its citizens focused on preserving and sharing the state's history. This includes housing the state historic preservation office, the official state archives, local history office and managing more than 50 sites and museums across Ohio.

### Position Summary:

Project Reviews Managers are responsible for assessing the effects of projects to historic properties, pursuant to Section 106 of the National Historic Preservation Act and Ohio Revised Code 149.53. Project Reviews Managers advise and educate agency staff and others about the Section 106 review process.

### Essential Duties and Responsibilities

- Analyze project documentation to determine the eligibility of properties for listing in the National Register of Historic Places and to provide comments and recommendations for the purpose of surveying and identifying historic properties.
- Review surveys, data recovery plans, maps, drawings, photos, and other documentation in order to assess effects of projects to historic properties.
- Synthesize review results and clearly communicate the outcome in writing, meetings, and other communication media.
- When needed, make site visits to evaluate effects of proposed projects on historic properties.
- Negotiation of agreement documents to avoid, minimize or mitigate adverse effects to historic properties.
- Review and comment on federal and state regulations concerning protection of historic properties.
- Create and provide training and assistance to federal, state, and local agencies, individuals, companies, and organizations, including presenting at workshops and conference sessions.

### Education and Experience:

- Must meet the professional qualifications standards in [36 CFR 61, Appendix A](#) (<https://www.govinfo.gov/content/pkg/CFR-1998-title36-vol1/pdf/CFR-1998-title36-vol1-part61-appA.pdf>) in archaeology, anthropology or closely related field plus four years relevant work experience

### Required Competencies:

- Ability to communicate effectively, both orally and in writing with a wide range of internal and external preservation constituents in both the public and private sectors
- Familiarity with the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, as well as other federal historic preservation laws, regulations, and guidelines.
- Ability to implement, plan, and critically evaluate research about Ohio's history and prehistory.
- Ability to review, understand, and interpret a variety of technical data such as engineering drawings and specifications, primary and secondary research sources, maps, and archaeological documentation

### Work Environment:

Normal office environment with remote work (work from home) flexibility. Occasional evening or weekend work. Work may be stressful at times. Requires ability to travel, sometimes with overnight stays. Work will involve site visits and attendance at public meetings. Does not require residence in Columbus, OH but does require residence in State of Ohio and ability to travel to Columbus as necessary.

### To apply:

Please submit application materials through the Ohio History Connection application portal <https://ohiohistory.applicantpro.com/jobs/> (<https://ohiohistory.applicantpro.com/jobs/>). Resume, cover letter, and other supporting documents can be attached in the "Resume" section. Please direct inquiries and accommodation requests to Human Resources, [applicant@ohiohistory.org](mailto:applicant@ohiohistory.org) (<mailto:applicant@ohiohistory.org>) or by calling 614-297-2500.

All prospective employees are required to undergo a fingerprint background check processed by the Ohio Bureau of Criminal Investigation & Identification (BCI) in accordance with the Volunteer Children's Act. Additionally, prospective employees will also submit to a drug test. Both will occur after the offer of employment is accepted. The results of the background check and drug test are not immediate disqualifiers to employment and are reviewed in accordance with Ohio History Connection policies and procedures. Inquiries must be directed to the Human Resources Director at 614-297-2390 or via email at [applicant@ohiohistory.org](mailto:applicant@ohiohistory.org).

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with our quick 3 minute Application!

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