

Historic Preservation/Restoration Specialist



(<https://www.governmentjobs.com/careers/northcarolina>)



APPLY

Salary \$38,516.00 - \$67,404.00
Annually

Location  Pitt County, NC

Job Type Permanent Full-Time

Remote Employment Flexible/Hybrid

Job Number 24-05759 HR60083628

Department Dept of Natural and Cultural Resources

Division Historical Resources

Opening Date 06/10/2024

Closing Date 6/28/2024 5:00 PM Eastern

Job Class Title Historic Preservation/Restoration Specialist

Position Number 60083628

Section Historical Resources

Work Location Greenville

Salary Grade NC09

Recruitment Range \$38,516.00 - \$62,439

[DESCRIPTION](#)

[BENEFITS](#)

[QUESTIONS](#)

Description of Work



****This position is deemed eligible for hybrid telework under DNCR's Telework Policy****

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60083628

Recruitment Range: \$38,516 - \$62,439

This is a range. Selected candidate's salary will be determined within this range based on qualifications, equity, and funding at the time of hire.

This position will be located at:
Eastern Office of Archives and History
117 West 5th Street
Greenville, NC 27858

Primary Purpose of the Position:

This position is in the Restoration Services Branch of the State Historic Preservation Office (HPO), which coordinates and provides technical restoration services to the public in four major program areas relating to the preservation and rehabilitation of historic structures in North Carolina. This position provides a full complement of historic preservation technical assistance to the public and governmental entities, including non-profit organizations, educational and religious institutions, for the preservation, rehabilitation, and restoration of historic structures for an assigned region of Eastern North Carolina. The position also reviews a wide range of historic preservation-related projects in the region.

As the eastern regional restoration specialist, the employee must be able to work independently in a large, diverse territory without direct or day-to-day supervision. The specialist must possess excellent judgment and be able to make recommendations involving preservation issues for a wide range of local, state, and federal governmental agencies, often in projects having high visibility with resulting public relations consequences. He/she also serves as the spokesperson for branch and section programs in the eastern region through public lectures, contact with the media, and regular interaction with other governmental agencies and non-profit organizations.

The Eastern Office services a 27-county region from Onslow County north to the Virginia border.

Key Responsibilities:

- Represent the Restoration Services Branch of the Historic Preservation Section in a regional service territory of approximately 18 counties.
- Review of state and federal historic preservation tax credit projects including advocacy and outreach.
- Provide historic preservation services to constituents in assigned counties.
- Applying the *Secretary of the Interior's Standards for Rehabilitation* to a wide range of historic structures and projects.
- Technical restoration and preservation assistance or consultations for preservation and landmark commissions as well as private property owners, non-profit museums, and local governments.
- Provide technical assistance to recipients of federal and state historic preservation related grants.
- Conduct review of state and federally assisted development projects involving historic structures which require compliance with Section 106 of the National Historic Preservation Act of 1966 and GS 121-12(a) within the assigned region.
- Preparing and giving presentations on a variety of historic preservation and restoration topics.
- Promoting a strong historic preservation philosophy to all North Carolinians including constituents, developers, organizations, government officials, and colleagues.

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Position/Physical Requirements:

- A valid NC driver's license (or the ability to obtain one) is required.
- Must be willing to travel for day and occasional overnight trips.
- Ability to effectively communicate both verbally and in writing to all professionals, contractors and mechanics involved in the preservation field and to communicate effectively with the general public.

Click [here](https://oshr.nc.gov/state-employee-resources/benefits) (<https://oshr.nc.gov/state-employee-resources/benefits>) to learn about employee perks and benefits.

Knowledge, Skills and Abilities / Competencies

To receive credit for your work history and credentials, you must provide the information on the application form. Any information omitted from the application form, listed as general statements, listed under the text resume section, or on an attachment will not be considered for qualifying credit.

Qualified candidates must have or be able to:

- Demonstrated knowledge and experience with American architectural history.
- Demonstrated experience with building preservation, restoration, rehabilitation, construction technology, and construction histories.
- Demonstrated experience applying *The Secretary's Standards for Rehabilitation*.

Management Prefers:

- Demonstrated knowledge of the state and federal rehabilitation tax credit programs, knowledge of methods of stabilization, preservation, and restoration of historic building fabric.
- Demonstrated knowledge of architectural construction documents for the purpose of review and comment on drawings and specifications.

Minimum Education and Experience Requirements

Some state job postings say you can qualify by an "equivalent combination of education and experience." If that language appears below, then you may qualify through EITHER years of education OR years of directly related experience, OR a combination of both. See of oshr.nc.gov/experience-guide for details.

Master's degree in historic preservation, planning, architecture history, or a closely related field from an appropriately accredited institution **and** three years of experience in historic preservation;

OR

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Bachelor's degree in history, planning, or architectural history, or a closely related field from an appropriately accredited institution **and** four years of experience in historic preservation; or an equivalent combination of education and experience.

Supplemental and Contact Information

The **North Carolina Department of Natural and Cultural Resources (DNCR)** (<https://www.ncdcr.gov/>) takes care of the things that people love about North Carolina, literally from A to Z. The Arts to the Zoo, and so much else – parks, aquariums, historic sites, archaeology, African American Heritage Commission, science and history museums, the state Symphony, Library and Archives, historic preservation, land and water stewardship, and more. These places, and the ideas they represent, create a shared identity in North Carolina. They provide common ground. Everyone is welcome. The Department’s vision is to be the leader in using the state’s natural and cultural resources to build the social, cultural, educational, and economic future of North Carolina. Our goal is to promote equity and inclusion among our employees and our programming to reflect and celebrate our state’s diverse population, culture, and history. We encourage you to apply to become a part of our team. Check out **this amazing video** (<https://www.youtube.com/watch?v=rszO61zc0sM>) about our Department.

Section/Branch/Unit/Site Description:

The Eastern Office of Archives and History (known as the Humber House and located in Greenville, NC) represents the State Historic Preservation Office in 27 counties of Northeastern North Carolina and implements the section’s programs in the region, including the inventory of historic properties, survey and planning grant supervision, the National Register of Historic Places, the rehabilitation tax credit program, environmental review, restoration technical assistance for federal and state grant restoration projects, local restoration technical services for governmental entities and privately-owned buildings, and public education.

Division Description:

As the official state agency for historic preservation in North Carolina, the Historic Preservation Office (HPO) identifies, protects, and enhances North Carolina’s historic properties and districts through a coordinated statewide program of incentives, information and technical assistance for public agencies, private organizations, and the state’s citizens. Section programs include: processing nominations to the National Register of Historic Places; comprehensive architectural surveys for counties and municipalities; technical assistance for the care and treatment of historic buildings; technical assistance and training for approximately 105 local historic preservation commissions statewide; management of a federal pass-through grant program for the federal Certified Local Government (CLG) program; and environmental review of development projects that may affect historic properties and archaeological resources. It functions as the state clearinghouse for federal and state protection and incentive programs for properties that qualify for the National Register of Historic Places. The position is located in a regional office - the Eastern Office of Archives and History in Greenville. The main location of the office is Raleigh, with staff also stationed in a field office in Asheville – the Western Office of Archives and History.

DNCR selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), disability, National Guard or veteran status, genetic information, political affiliation, or political influence.

Please be sure to complete the application in full. Resumes may be uploaded with your

application but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will **NOT** be accepted.

Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. To receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers.

Degrees must be received from appropriately accredited institutions. Transcripts and degree evaluations may be uploaded with your application.

To obtain veterans preference, you must scan and upload a copy of your DD-214 or discharge orders.

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the human resources office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account. Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process may take an average of 6 – 8 weeks.

It is the policy of the State of North Carolina and the N.C. Department of Natural and Cultural Resources that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

CONTACT INFORMATION:

N.C. Department of Natural and Cultural Resources
Division of Human Resources

Tonia Gibb
109 E Jones Street
Raleigh, NC 27601
Phone: 919-814-6670

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employment@dncr.nc.gov

Technical issues submitting your application, please call the **NeoGov Help Line at 855-524-5627.**

Agency

State of North Carolina

Address

NOTE: Apply to the department listed on posting

An Equal Opportunity Employer, North Carolina,
State Government

Website

<http://www.oshr.nc.gov/jobs/index.html> (<http://www.oshr.nc.gov/jobs/index.html>)

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