



Announcement

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State of Nevada Announces

An Open Competitive Recruitment for:

HISTORIC PRESERVATION SPECIALIST 2 - Review/Compliance Architectural Historian

APPROXIMATE ANNUAL SALARY - \$58,025.52 to \$86,150.88 PAY GRADE: 35

For more information on benefit and retirement programs, please see the sections below. In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

JOB INFORMATION

- Work Type: A Permanent, full time vacancy
- Department: Conservation and Natural Resources
- Division: Office of Historic Preservation
- Location: Carson, Minden, Gardnerville, Genoa
- Job Class Code: 07.871

RECRUITMENT INFORMATION

- Announcement Number: 47485
 - Open to all qualified persons.
 - Posted 05/21/2024
 - Recruiter:
JON TERRAZAS
Phone: (775)684-0116
Email: j.terrazas@admin.nv.gov
 - Applications accepted until recruitment needs are satisfied
- ** Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.**

The Position

Historic Preservation Specialists perform professional cultural resource management activities in the form of statewide historic preservation efforts to ensure compliance with State and/or federal programs, laws, rules and regulations. This includes cooperating with other agencies and the public in conducting a comprehensive statewide survey of cultural resources and maintaining a paper, electronic, and/or GIS inventory of such properties; identifying and nominating eligible resources to the National and State Registers of Historic Places or recognizing resources by erecting State Historic Markers; preparing and implementing a comprehensive statewide historic preservation plan; assisting in the administration of the federal historic preservation assistance program within the State; advising and assisting as appropriate, federal and State agencies and local governments in carrying out their historic preservation responsibilities; cooperating with federal agencies, local governments and the public to ensure that cultural resources are taken into consideration at all levels of planning and development; providing public information, education, training and technical assistance relating to Federal and State Historic Preservation Programs; cooperating with local governments in the development of local historic preservation programs, and assisting local governments in becoming Certified Local Governments (CLGs); providing technical advice to the State of Nevada's Commission for Cultural Centers and Historic Preservation (CCCHP); managing the statutorily-mandated Nevada Site Stewardship Program; administration of the Comstock Historic District for the State as per the requirements of NRS 384;

management of the Comstock History Center in Virginia City; administration of Nevada's Native American burial protection legislation.

Incumbents possess a degree and proficiency sufficient to perform advanced-level work and may provide work direction and training to others. This position is in the State Historic Preservation Office and is located in Carson City, NV. This position's primary responsibility will be architectural review in the Review and Compliance program. The individual will recommend to State and Federal agencies the kind and intensity of architectural surveys and historic contexts and background studies to be conducted; review and provide comments on architectural survey reports prepared in the State to ensure they meet Federal and State standards; determine the adequacy of documentation for evaluation of cultural resources discovered; recommend whether or not to concur with federal agency determinations of significance and findings of effect; prepare and revise legally-binding agreements on behalf of the Administrator and Historic Preservation Specialist 111, with federal agencies and the Advisory Council on Historic Preservation; conduct site inspections; and provide advice and technical assistance to State and Federal agencies regarding the treatment and stewardship of cultural resources.

This position will also provide advice and technical assistance regarding the treatment of the historic built environment including landscapes; review and prepare technical papers for professional conferences and educate the public on preservation issues; and coordinate with other State and federal agencies to set standards for report writing, evaluation, stewardship, and mitigation of cultural resources. This individual will also provide preliminary review of plans for rehabilitation of historic structures; work with public agencies in the review process to ensure plans for rehabilitation conform to accepted standards; and inspect construction to ensure that it follows plans as described. This position will disseminate technical information on the Historic Preservation Tax Incentive program (Tax Act); provide design assistance to Tax Act applicants; review Tax Act applications for substantive and technical content to determine compliance with federal standards; approve applications and recommend revisions or denials; coordinate review between Tax Act applicants, National Park Service, and the division for final certification. The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages. *** THIS RECRUITMENT MAY CLOSE WITHOUT FURTHER NOTICE DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE***

To see full Class Specifications visit:

[https://hr.nv.gov/uploadedFiles/hrnv.gov/Content/Resources/ClassSpecs/70/07-869spc\(1\).pdf](https://hr.nv.gov/uploadedFiles/hrnv.gov/Content/Resources/ClassSpecs/70/07-869spc(1).pdf)

To Qualify:

In order to be qualified, you must meet the following requirements:

Education and Experience (Minimum Qualifications)

- Master's degree from an accredited university in archeology, anthropology, architectural history, art history, history, historic preservation, cultural geography or related field and one year of professional experience in research, writing, or teaching American architectural history, restoration architecture, history, art history, or historic preservation with an academic institution; working for a professional historic preservation consulting firm or a Federal, state, or local entity performing historic preservation work in archaeological research, architectural history, history, or historic preservation; or managing and/or maintaining cultural resource databases to include the digitization of GIS data, data validation and normalization, and resolution of duplicates; OR Bachelor's degree from an accredited college or university in architectural history, history, art history, anthropology, historic preservation or closely related field and two years of professional experience as described above; OR one year of experience as a Historic Preservation Specialist I level in Nevada State service; OR an equivalent combination of education and experience as described above.

Special Notes

- The incumbent may be required to travel statewide.

Special Requirements

- Requires a valid driver's license or evidence of equivalent mobility at the time of appointment and for continuing employment.
- This position requires up to 25% of travel.

The Examination

Application Evaluation Exam

The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

The following additional questions are part of this Recruitment

- 1) Can you meet the National Park Service standards as described in the Code of Federal Regulations for an Architectural Historian as described in 36 CFR 61 Appendix A? If so, please describe how you meet this requirement.
- 2) Describe your experience in the review or preparation of Section 106 submissions for compliance with the National Historic Preservation Act of 1966, as amended. Include when and where this experience was obtained.
- 3) Please attach writing samples that 1) evaluate properties that meet the criteria for inclusion in the National Register of Historic Places and if properties are within historic districts contribute to the significance of the district. In the evaluation, please discuss the historic significance of historic properties, including their historic character and appearance, integrity, and character-defining features, and 2) apply The Secretary of the Interior's Standards for the Treatment of Historic Properties and an assessment of effects pursuant to the Section 106 regulations for a building rehabilitation project.

INFORMATIONAL LINKS

For more information about state employment, visit the following:
 Division of Human Resource Management:
<http://hr.nv.gov>
 Public Employees Retirement System:
<http://www.nvpers.org>
 Public Employees Benefits Program:
<http://pebp.state.nv.us>
 More Benefits Information:
<http://nvjobs.nv.gov/Applicants/EB>

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Direct Inquiries or Correspondence to:

**Division of Human Resource Management
 Northern Nevada**
 515 East Musser Street,
 First Floor
 Carson City, Nevada 89701-4204

**Division of Human Resource Management
 Southern Nevada**
 7251 Amigo St,
 Suite 120
 Las Vegas, NV 89119

TDD for the Hearing Impaired (800) 326-6868

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To begin the application process, click on the Apply button. Click Cancel to return to the previous page.

