

**DESCRIPTION:** Under limited supervision, conducts surveys of historic and archeological properties, evaluates properties for conformance to National Register guidelines; writes National Register nominations; and reviews and comments on federal undertakings all in accordance with the policies and procedures of the State Historical Society and federal regulations promulgated under the National Historic Preservation Act; performs related work as assigned.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Oversees contract staff, interns and volunteers performing professional historical, architectural and/or archeological projects.

Advises, consults and serves as a liaison to local governments, organizations, historians, architects, planners, and archeologists on historic preservation.

Reviews federal undertakings, evaluates historical or archeological significance and analyzes project impacts in accordance with Section 106 of the National Historic Preservation Act and other pertinent laws and regulations.

Conducts surveys of potential historically or culturally significant resources in Nebraska.

Performs research to determine sufficient justification exists for listing/eligibility on or to the National Register; prepares and submits nomination forms for application to the National Register of Historic Places.

Prepares and manages contracts for professional services.

Provides input into the State historic preservation plan and other agency planning processes and develops procedures as necessary.

Conducts public outreach and provides education on historic or prehistoric archeology or architectural history.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: principles and practices of historic preservation, research methods and procedures; local and regional history; historic or prehistoric archeology or architectural history defined by federal regulations and guidelines promulgated under the National Historic Preservation Act.

Skill in: conducting historical and/or archeological research; writing reports, correspondence and other documentation.

Ability to: learn, interpret and apply agency policies and procedures; research and document findings; plan and manage projects and work plans; communicate effectively to convey messages; prepare articles of related work.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Master's degree in history, archeology, architectural history or closely related field; OR Bachelor's degree in any of the above noted fields plus one of the following: a) two years experience in research, writing or teaching in a related field or b) substantial contribution through research and publication to the body of scholarly knowledge as determined applicable based on Secretary of the Interior Professional Qualifications Standards (36 CFR Part 61, Appendix A).

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Some positions in this class may require an applicant to possess a current professional license/degree/certificate within the professional field and/or experience specific to the assigned program prior to appointment to the class.

Positions in this class may require an employee possess a valid driver's license, or the ability to provide independent authorized transportation.