

STATE OF NEBRASKA
CLASS SPECIFICATION
EST: 8/93 - REV: 05/02

CLASS CODE: A39380
SALARY GRADE: 353
OVERTIME STATUS: N

HISTORICAL SOCIETY PROGRAM ASSOCIATE

DESCRIPTION: Under administrative direction from the Associate Director/Historic Preservation Officer, performs primary oversight and responsibility for programs of the Society's historic preservation division. Such programs are established under Nebraska State statute and the National Historic Preservation Act; guidelines include policies and procedures of State statute and federal regulations; performs related work as may be entailed, to include:

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

Conduct or direct studies to identify and research culturally significant archeological/anthropological sites/areas.

Provide project review and preservation services to enhance cultural resources.

Conducts survey to determine cultural significance of architectural and geographic sites and areas. Evaluate the survey to develop and apply a resource plan for the protection and enhancement of the cultural resource surveyed.

Provide information services for public and private historic preservation.

Confers with other Program Associates in the Historic Preservation Division.

Evaluates the performance of staff by measuring results against established goals.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: cultural resource methodology; standards for survey, inventory, and evaluation; historic preservation program requirements; technical preservation systems and standards.

Skills to: effectively communicate through written reports, correspondence, and oral presentations; organize and complete projects involving staff, constituents, and others; analyze research, data, or procedures and formulate recommendations.

Ability to: communicate, motivate, coordinate, and direct the work of others; understand and support the Historical Preservation Division's goals as they affect short and long range objectives; analyze organizational and operational problems and develop timely solutions; represent the Nebraska State Historical Society within and outside the organization to gain support for its goals and objectives; apply State and Federal statutes and regulations to the research function.

HISTORICAL SOCIETY PROGRAM ASSOCIATE (continued)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: advanced research and statistical analysis principles, methods, techniques and practices; the principles/practices of archeological and anthropological evaluations, studies, and surveys; the techniques of presentations and evaluations.

Ability to: understand and advocate management's policies; implement management programs; research, develop, recommend and evaluate proposals for administrative action for solving operational and technical problems; implement objectives and performance goals and assess staff progress for achievement of objectives and adherence to standards; interact with management, customers, retailers, government officials and vendors to achieve an effective working relationship.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school coursework/training in: historical research, program evaluation and surveys, in architectural history or cultural geography; some supervisory experience preferred.

Experience in: research, surveying, data analysis, and report writing and presentations, primary responsibility for: program planning, workload assignment, report preparation and implementation, employee performance evaluations and program analysis or evaluation.