

HISTORIC PRESERVATION

Broad Occupational Category - 39

DUTIES AND RESPONSIBILITIES

- *Provide information to the public, scholars, and researchers.*
- *Maintain accurate documentation of materials, procedures, and programs.*
- *Conduct historical, archival, and archaeological research.*
- *Evaluate historical significance and integrity of sites and artifacts.*
- *Monitor compliance with agency, state, and federal regulations.*
- *Analyze and assess the impact of projects on historic resources.*
- *Maintain archival collections and library materials, including digitization.*
- *Administer grant applications, contracts, and funding allocations.*
- *Serve as liaison with government agencies, nonprofit organizations, or advisory councils.*
- *Interpret laws, regulations, and policies affecting preservation.*
- *Train staff, volunteers, interns, or work-study students.*
- *Prepare annual reports, cost analyses, and program evaluations.*
- *Write technical reports, manuscripts, and exhibit content.*
- *Represent agency in external relations and media communications.*
- *Evaluate overall program effectiveness and implement improvements.*

COMPETENCIES

- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
- **Decision Quality:** Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Functional/Technical Skills:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **Dealing With Ambiguity:** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
- **Integrity and Trust:** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Peer Relationships:** Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
- **Planning:** Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

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SMART Goal Prompting Questions

Provide information to the public, scholars, and researchers

- What actions could you take to improve the accessibility, accuracy, timeliness, or usefulness of information provided to the public, scholars, and researchers?
- How will you measure success, such as increasing inquiries successfully resolved, reducing response times, improving user feedback, or expanding access to resources?
- What reference materials, databases, online resources, outreach methods, or research-support tools could strengthen information services?
- How does providing accurate and accessible information support preservation, education, and public engagement with Nebraska's history?
- By what date or reporting cycle will you aim to improve a specific public or research information service?

Maintain accurate documentation of materials, procedures, and programs

- What steps could you take to improve the accuracy, completeness, organization, or accessibility of preservation documentation?
- How will you measure success, such as reducing documentation errors, improving record retrieval times, or increasing the percentage of records maintained according to established standards?
- What templates, databases, digitization practices, quality-control reviews, or filing procedures could strengthen documentation?
- How does accurate documentation support historical research, accountability, continuity, and preservation of institutional knowledge?
- By what date or documentation cycle will you aim to improve a specific recordkeeping process?

Conduct historical, archival, and archaeological research

- What strategies could you use to improve the quality, efficiency, depth, or accessibility of historical, archival, and archaeological research?
- How will you measure success, such as completing research projects on schedule, identifying new information, improving source documentation, or increasing use of research findings?
- What research methods, archival resources, databases, field techniques, or professional development could strengthen your research capabilities?
- How does high-quality research support accurate interpretation and informed preservation decisions?
- By what date or research cycle will you aim to complete or improve a specific research project?

Evaluate historical significance and integrity of sites and artifacts

- What actions could you take to improve the consistency, accuracy, and documentation of evaluations of historical significance and integrity?
- How will you measure success, such as completing evaluations within established timelines, reducing documentation deficiencies, or improving consistency in evaluation outcomes?
- What evaluation criteria, research resources, field methods, databases, or peer-review processes could strengthen assessments?
- How do accurate evaluations support informed decisions about the preservation of historically significant resources?
- By what date or evaluation cycle will you aim to improve a specific assessment process?

Monitor compliance with agency, state, and federal regulations

- What strategies could you use to improve monitoring and documentation of compliance with historic preservation requirements?
- How will you measure success, such as reducing compliance deficiencies, improving review timelines, or ensuring required actions are completed on schedule?
- What compliance checklists, tracking systems, training, regulatory updates, or review procedures could strengthen oversight?
- How does effective compliance monitoring protect historic resources and support responsible public stewardship?
- By what date or compliance cycle will you aim to improve a specific preservation compliance process?

Analyze and assess the impact of projects on historic resources

- What steps could you take to improve the identification, analysis, and documentation of potential impacts to historic resources?
- How will you measure success, such as completing reviews more efficiently, identifying potential impacts earlier, reducing avoidable revisions, or improving stakeholder outcomes?
- What assessment methodologies, GIS tools, research resources, consultation processes, or review checklists could strengthen project-impact analysis?
- How does thorough impact assessment support responsible development while protecting significant historic resources?
- By what date or project-review cycle will you aim to improve a specific impact-assessment process?

Maintain archival collections and library materials, including digitization

- What actions could you take to improve the preservation, organization, accessibility, or digitization of archival and library collections?
- How will you measure success, such as increasing the number of materials digitized, reducing processing backlogs, improving retrieval times, or increasing public access?
- What digitization standards, cataloging systems, preservation methods, equipment, or workflows could strengthen collection management?
- How does effective collection management ensure historic resources remain accessible and preserved for future generations?
- By what date or digitization cycle will you aim to complete a measurable improvement in collection management?

Administer grant applications, contracts, and funding allocations

- What strategies could you use to improve the accuracy, efficiency, transparency, or timeliness of grant and contract administration?
- How will you measure success, such as reducing processing times, improving documentation completeness, increasing timely expenditures, or reducing compliance issues?
- What tracking systems, standardized templates, review procedures, or communication practices could strengthen grant and contract management?
- How does effective administration of preservation funding support successful projects and responsible stewardship of public resources?
- By what date or grant/contract cycle will you aim to improve a specific funding-management process?

Serve as liaison with government agencies, nonprofit organizations, or advisory councils

- What actions could you take to improve communication, collaboration, and coordination with preservation partners and advisory groups?
- How will you measure success, such as increasing stakeholder participation, reducing communication delays, improving meeting outcomes, or strengthening partner feedback?
- What stakeholder-engagement strategies, regular communication schedules, shared resources, or coordination processes could strengthen relationships?
- How do effective partnerships support preservation goals and successful implementation of programs and projects?
- By what date or project/program cycle will you aim to improve engagement with a specific partner or stakeholder group?

Interpret laws, regulations, and policies affecting preservation

- What steps could you take to improve your ability to interpret and consistently apply laws, regulations, and policies affecting historic preservation?
- How will you measure success, such as reducing interpretation-related errors, improving response times, or ensuring regulatory changes are incorporated into procedures on schedule?
- What legal research resources, regulatory monitoring practices, training, or consultation processes could strengthen your expertise?
- How does accurate interpretation of preservation requirements support consistent, defensible, and legally compliant decisions?
- By what date or regulatory review cycle will you aim to improve a specific legal or policy-monitoring practice?

Train staff, volunteers, interns, or work-study students

- What strategies could you use to improve the effectiveness, consistency, and accessibility of training provided to staff, volunteers, interns, or students?
- How will you measure success, such as improving competency assessment results, increasing training completion, reducing recurring errors, or improving participant feedback?
- What training materials, demonstrations, mentoring approaches, job aids, or hands-on learning opportunities could strengthen development?
- How does effective training support preservation standards, program continuity, and quality of work?
- By what date or training cycle will you aim to develop or improve a specific training program?

Prepare annual reports, cost analyses, and program evaluations

- What actions could you take to improve the accuracy, clarity, timeliness, and usefulness of reports, cost analyses, and program evaluations?
- How will you measure success, such as reducing revisions, meeting reporting deadlines, improving data quality, or increasing the usefulness of findings to decision-makers?
- What data-collection methods, analytical tools, reporting templates, or review procedures could strengthen reporting?
- How do effective evaluations and reports support accountability, resource decisions, and continuous program improvement?
- By what date or reporting cycle will you aim to improve a specific reporting or evaluation process?

Write technical reports, manuscripts, and exhibit content

- What steps could you take to improve the accuracy, clarity, accessibility, and historical integrity of technical reports, manuscripts, or exhibit content?
- How will you measure success, such as reducing revisions, meeting publication deadlines, increasing audience engagement, or improving reviewer feedback?
- What research methods, editorial processes, peer reviews, audience testing, or writing resources could strengthen your work?
  How does effective written and exhibit content increase understanding and appreciation of Nebraska's historic resources?
- By what date or publication/exhibit cycle will you aim to complete or improve a specific written or interpretive product?

Represent agency in external relations and media communications

- What actions could you take to improve the agency's communication and representation with the media, public organizations, and external stakeholders?
- How will you measure success, such as increasing positive engagement, improving response times, expanding outreach, or ensuring consistent and accurate messaging?
- What communication plans, media resources, presentation skills, talking points, or outreach strategies could strengthen external relations?
- How does effective external communication promote public understanding and support for historic preservation?
- By what date or outreach cycle will you aim to implement and evaluate a specific communication improvement?

Evaluate overall program effectiveness and implement improvements

- What strategies could you use to evaluate the effectiveness of preservation programs and identify opportunities for improvement?
- How will you measure success, such as improving program outcomes, increasing participation, reducing inefficiencies, or achieving targeted performance measures?
- What performance data, stakeholder feedback, benchmarking, program reviews, or process-improvement methods could strengthen evaluation?
- How does continuous evaluation and improvement help ensure preservation programs remain effective and aligned with agency priorities?
- By what date or program-review cycle will you complete an evaluation and implement at least one measurable improvement?