

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Historic Preservation Specialist

Class Code: 30795

Pay Grade: GI

A. Purpose:

Interprets federal historic preservation laws and regulations and develops and manages research work plans to determine if building and historic sites in South Dakota should be preserved through identification, evaluation, registration, documentation, and treatment.

B. Distinguishing Feature:

Historic Preservation Specialists function as an Architectural Historian or a Survey Coordinator. Both positions evaluate historic sites and building nominations, conduct research, and set guidelines for funding.

Historical Archaeologist monitor federal construction projects to protect archaeological sites and assist local preservation efforts and planning.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Coordinates the historic site survey program to prepare project grant application guidelines.
 - a. Evaluates state needs.
 - b. Establishes work priorities and develops work plans.
 - c. Manages regulatory procedures for the National Park Service, federal, and state agencies.
 - d. Writes grant application procedures to distribute funds for historic site surveys, work projects, and programs.
 - e. Reviews grant applications and recommends projects for funding.
2. Prepares and assists in the preparation of National Register nominations to ensure final documents meet National Park Service criteria.
 - a. Responds to requests for information about the National Register of Historic Places program.
 - b. Evaluates historic sites and building nominations to determine if they meet National Register and other federal agency requirements.
 - c. Researches, prepares, and edits nominations to the National Register.
3. Provides technical assistance to property owners, government officials, and others about state and federal rules and regulations that pertain to historic preservation to ensure accurate technical information is provided.
 - a. Maintains comprehensive collections for photographs, files, and technical data.
 - b. Writes press releases and letters.
4. Manages sub-grantees and seasonal site surveyors to ensure grant and project goals are realized and funds are properly allocated.
5. Provides information to the public about historic preservation to increase the awareness of the importance of cultural resource management and preservation.

- a. Maintains a data base of information about historic sites and buildings to provide a resource for research and public inquiries.
 - b. Promotes public education about the state's historic resources.
6. Provides data for and assists in the preparation of the comprehensive state historic preservation plan to ensure the state's cultural resources are identified and protected.
 7. Performs other work as assigned.

D. Reporting Relationships:

Typically does not supervise, but may supervise seasonal surveyors and contractors who do surveys or preservation duties.

E. Challenges and Problems:

Challenges include providing technical information to property owners, government officials, and others about federal laws. This is difficult because of the complexity of these laws and their interpretation.

Problems include establishing work priorities, effectively promoting the preservation of historic resources, communicating with a variety of people with different backgrounds and interests, ensuring sub-grantees comply with requirements, and maintaining an effective working relationship with staff at the National Park Service and the public.

F. Decision-making Authority:

Decisions include grant requests to approve; sub-grantees to hire, the amount of money to award, whether a building or site should be nominated; and which preservation strategy to undertake.

Decisions referred include budget and policy development, and final review and approval of buildings or sites recommended for nomination. Final decisions on the National Register are subject to the approval of the State Historical Society Board of Trustees.

G. Contact with Others:

Daily contact with other staff to share information and receive instructions and assistance; the general public to give and receive information; National Park Service personnel, other cultural management professionals, and governmental officials to obtain and provide technical assistance; and with sub-grantees and site surveyors to give and receive information.

H. Working Conditions:

Works in a typical office environment, except during historic site surveys which take place in abandoned farm yards, open fields, and old buildings.

I. Knowledge, Skills and Abilities:

Knowledge of:

- regulations that relate to historic preservation;

- South Dakota history and geography, architectural history, and historic preservation;
- grant writing and planning concepts;
- principles and methods of historic building survey as required for nomination to the
- National Register of Historical Places.

Ability to:

- operate photographic equipment;
- use a computer;
- follow instructions;
- communicate information clearly and concisely;
- interpret legal requirements;
- analyze information;
- perform research;
- determine the historical value and architectural and cultural significance of buildings and sites.