



**POSTING NUMBER:** HR25-0058

**ISSUE DATE:** 5/9/2025

**TITLE:** Historic Preservation Specialist 1 (Unclassified)

**CLOSING DATE:** 5/23/2025

**DIVISION / OFFICE / UNIT:** Historic Trust

**LOCATION:** 101 South Broad Street  
Trenton, NJ

**SALARY RANGE:** P18 \$54,351.06 - \$76,649.82

**NUMBER OF POSITIONS:** 2

**OPEN TO:** General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:**

Reviews preservation grant application; reviews project initiating materials and fiscal documentation from grant recipients; under direction of a Historic Preservation Specialist 3 or other supervisory official; and prepares project budgets. Establishes and maintains cooperative working relationships with representatives from local, state, and federal government agencies, historical groups, and members of the general public; conducts seminars and training programs for historic property interpreters, site managers and board members; assists in organizing and/or participates in conferences, workshops, meetings and public hearings; addresses various groups concerning programs and preservation issues; performs project reviews; prepares correspondence; prepares clear sound accurate and informative reports on historic preservation and cultural management containing findings, conclusions, and recommendations; Maintains records and files; may be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency.; may perform other related duties as required.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION/EXPERIENCE:** NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in historic site surveying, historic preservation planning, or any combination of the following: detailed investigation of historic structures; preparation of historic structures research reports and/or preparation or review of plans/specifications for preservation projects; research writing, or related activity with an historic organization, agency; research and/or writing in American architectural history and/or restoration architecture; and/or experience in archaeological research, administration, management, and/or study of archaeological resources; including or supplemented by twenty-one (21) semester hour credits in professional planning subjects such as land use planning, historic city planning, planning project design, or planning law and administration.

OR

Possession of a bachelor's degree from an accredited college or university including or supplemented by twenty-one (21) semester hour credits in professional planning subjects such as land use planning, historic city planning, planning project design, or planning law and administration; and one (1) year of the above-mentioned professional experience.

OR

Possession of a bachelor's degree from an accredited college or university in American Studies, Anthropology, Archaeology, Architecture, Landscape Architecture, Architectural History, History, or Historic Preservation; and one (1) year of the above-mentioned professional experience.

OR

Possession of a valid certificate as a Registered Architect issued by the NJ Board of Registered Architects; and one (1) year of the above-mentioned professional experience.

OR

Possession of a valid license as a Professional Planner issued by the NJ State Board of Professional Planners; and one (1) year of the above-mentioned professional experience.

OR

Possession of a master's degree in American Studies, Anthropology, Archaeology, Architecture, Landscape Architecture, Architectural History, History or Historic Preservation. Note: Applicants holding a master's degree in History or Architectural History will be required to have a specialization in American History or American Architecture, respectively.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**SPECIAL TRAINING:** .

**LICENSE:** LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**ADDITIONAL NOTES:** ADDITIONAL NOTES: The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

**Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR25-0058  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.dynamics365portals.us/dca-services/public-job-postings>

*Interviews will be granted based on resume*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*