



New Jersey Department of Environmental Protection Notice of Vacancy - Hourly

Title: Historic Preservation Specialist Temp

Posting Number: CIER-2024-1T

Open to: General Public

Work Week: Monday to Friday

Hourly Rate: Starting at \$25 per hour (commensurate with experience and qualifications)

The appointee will be employed by a staffing agency to work for the NJ DEP.

Opening Date: 5/7/2024

Closing Date: 5/28/2024

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Community Investment & Economic Revitalization
Historic Preservation Office
501 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, assists in the professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of various programs and services administered by the Department of assignment; assists in conducting the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

Specific to the Position: Reviews applications under Section 106 of the National Historic Preservation Act of 1966, in accordance with the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation and the Secretary of the Interior's Standards for the Treatment of Historic Properties.

- Assists in identifying the appropriate interested parties to be involved in Section 106 consultation.
- Evaluates properties for eligibility for the National Register of Historic Places in accordance with the 36 CFR §60, including assessing whether the elevation of historic properties would affect the qualities and characteristics that make those properties eligible for listing on the National Register of Historic Places.
- Assesses the effects of a project on National Register eligible resources by applying the Criteria of Adverse Effect at 36 CFR §800.5.
- Recommends and negotiates measures to avoid, minimize, and/or mitigate adverse effects on historic properties. Ensures appropriate mitigation measures are adequately documented and spelled out in a Memorandum of Agreement, and reviews adequacy of draft Memoranda of Agreement for carrying out appropriate mitigation measures prior to signature by the Deputy State Historic Preservation Officer.

- Reviews, evaluates technical and substantive sufficiency and recommends approval of architectural survey proposals, survey reports, and historic preservation plans.
- Assists in the administration of the Certified Local Government program.
- Provides in-depth technical assistance to the public, governmental agencies, and professional consultants.
- Other duties, as assigned.

Requirements

Graduate degree in architectural history, art history, historic preservation, or closely related field with coursework in American architectural history, or a Bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

License: Appointee 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 the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the Personal Relationship Disclosure Statement by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-CIER.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Posting Authorized By:

Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.