



POSTING NUMBER: HR23-0248

ISSUE DATE: 12/28/2023

TITLE: Historic Preservation Specialist 1 (Unclassified)

CLOSING DATE: 1/18/2024

DIVISION / OFFICE / UNIT: Historic Trust

LOCATION: 101 South Broad Street,
Trenton, NJ 08625

SALARY RANGE: P18 \$52,513.10 - \$74,057.84

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Reviews preservation grant applications; reviews project initiating materials and fiscal documentation from grant recipients; 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 conference, workshops, meetings and public hearings; addresses various groups concerning programs and preservation issues; 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 perform other related duties as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in American Studies, Anthropology, Archaeology, Architecture, Landscape Architecture, Architectural History, History, or Historic Preservation.

NOTE: Graduation from an accredited college or university with a Bachelor's degree 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 may be substituted for the indicated education requirement.

NOTE: Possession of a valid certificate as a Registered Architect issued by the NJ Board of Registered Architects may be substituted for the required education.

NOTE: Possession of a valid license as a Professional Planner issued by the NJ State Board of Professional Planners may be substituted for the required education.

NOTE: A Master's degree in an area of study listed above will fulfill the educational requirement for the title.

NOTE: Applicants holding a mMaster's degree in history or architectural history will be required to have a specialization in American History or American Architecture, respectively.

EXPERIENCE: One (1) year of 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, interpretation, or related activity with an historic organization, agency, or museum; 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.

NOTE: A Master's degree in American Studies, Anthropology, Archaeology, Architecture, Landscape Architecture, Architectural History, History or Historic Preservation, may be substituted for one (1) year of the required experience.

SPECIAL TRAINING: N/A

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

ADDITIONAL NOTES: 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 to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: CSC-SAME@CSC.nj.gov or call the NJ Civil Service Commission (CSC) at (609) 292-4144.

- ☐ A promotable eligible exists within the unit scope
 - ☐ A promotional list exists within the unit scope
 - ☐ An open competitive list exists
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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
HR23-0248
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