



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0127

ISSUE DATE: 7/1/2024

TITLE: Historic Preservation Specialist 1

CLOSING DATE: 7/15/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation /
Regulatory and Compliance Monitoring

LOCATION: 101 S. Broad Street, Trenton,
NJ

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

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Assists in the administration and review of state and federally funded projects pursuant to Section 106 of the National Historic Preservation Act (NHPA) and its implementing regulations 36 CFR Part 800, the New Jersey Register of Historic Places Act, Section 110 of the NHPA, and any other relevant laws and authorities. Reviews proposed applications and project planning and/or construction documents consistent with the Secretary of the Interior's Standards for Historic Preservation; assists with the identification and evaluation of historic resources in accordance with applicable criteria and regulation. Participates in environmental reviews to establish project compliance with federal, state and local standards pursuant to Dept. of Housing & Urban Development Community Development block Grant – Disaster Recovery requirements and the National Environmental Policy Act.; 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 as needed for colleagues and general public; 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/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.

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 essential duties of the position.

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 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 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
HR24-0127
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