State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

**UNCLASSIFIED POSITION**

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| **POSTING NUMBER:** | **HR-0187** | **ISSUE DATE:** | **October 28, 2015** |
| **TITLE: Senior Historic Preservation Specialist** | | **CLOSING DATE:** | **November 2, 2015** |
| **DIVISION / UNIT:** | **NJ Historic Trust** | **SALARY RANGE:** | **P21: $51,529.95 - $72,953.46** |
| **LOCATION:** | **101 South Broad Street<br>Trenton, New Jersey** | | |
| **POSITIONS:** | **1** | **DISTRIBUTION:** | **DEPARTMENT** |

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**DESCRIPTION OF MAJOR DUTIES:**
Reviews preservation grant application; recommends grant awards; reviews project initiative materials and fiscal documents from grant recipients. 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.

**REQUIREMENTS:**

**EDUCATION:**
Graduation from an accredited college with a Bachelor's degree in American Studies, Anthropology, Archeology, Architecture, Architectural History, History, or Historic Preservation.
**NOTE:** Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) credit hours of professional planning subjects such as land use planning, historic city planning, planning project design, or planning law and administration, may be substituted for the above education requirement.

**EXPERIENCE:**

Two (2) years of experience in historic site surveying, historic preservation planning, investigation of historic structures and preparation of research reports, the preparation or review of plans and 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, or in archeological research, administration, management, and/or the study of archeological resources.
**NOTE:** Possession of a valid certificate as a Registered Architect issued by the New Jersey Board of Registered Architects may be substituted for the required education.
**NOTE:** Possession of a valid license as a Professional Planner issued by the New Jersey State Board of Professional Planners may be substituted for the required education.
**NOTE:** A Master's degree in Historic Preservation, American Studies, Anthropology, Archeology, Architecture, Architectural History, or History may be substituted for one (1) year of the required experience.

**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.

**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:**

Office of Human Resources
New Jersey Department of Community Affairs
**HR#0187**
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

**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.

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