

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.
CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas State Historical Society	9. Position No. K0069245	10. Budget Program Number 49701
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Historic Preservation Specialist II
3. Division Cultural Resources Division		12. Proposed Class Title
4. Section Historic Preservation	For Use By Personnel Office	13. Allocation
5. Unit		14. Effective Date
6. Location City Topeka County Shawnee		15. By _____ Approved
7. (circle appropriate time) Full time XXX Perm. XXXX Inter. Part time Temp. %100		16. Audit Date: _____ By: _____ Date: _____ By: _____
8. Regular hours of work: (circle appropriate time) 8:00 to 5:00		17. Audit Date: _____ By: _____ Date: _____ By: _____

Agency Number 288

Position Number K0069245

PART II - To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Katrina Ringler	Public Service Executive II	K0061568

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Katrina Ringler	Public Service Executive II	K0061568

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee will work independently and within teams to facilitate the architectural review side of the division's review and compliance programs. The employee's participation is reviewed by the supervisor. The employee will assist the office in fulfilling the mandated state and federal regulations, including the review of projects under the state preservation statute, KSA 75-2724 and the federal law for the protection of historic properties, 36 CFR Part 800 in accordance with the Secretary of the Interior's *Standards for Rehabilitation*. The employee will also assist with other program areas, including preparation of National Register nominations and review of tax credit applications. As an experienced architectural historian, this person is one of the staff experts on architectural history. The employee provides excellent customer service in dealing with property owners, government officials, developers, consultants, preservationists and others. The employee may receive assignments in several forms, but the employee will exercise independent judgment and the freedom to develop their own sequences and methods to fulfill the position description in consultation with the Division Director.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

50%

1. Review and Compliance – Section 106 Review

Review projects in accordance with federal law for the protection of historic properties (36 CFR Part 800). Educate the public and government officials about protective laws. Review projects submitted by property owners, federal and state agencies and local governments for conformance with the Secretary of the Interior's *Standards for Rehabilitation*. Must be able to read, understand, and explain drawings and specifications for projects submitted for review. Must possess skills necessary to provide excellent customer service. Develop and review Programmatic Agreements (PA) and Memorandums of Agreement (MOA), in consultation with Deputy SHPO/Division Director.

30%

2. Review and Compliance – State Preservation Law Review

Review projects in accordance with state laws for the protection of historic properties (state preservation statute KSA-75-2715-75-2726). Educate the public and government officials about protective laws. Review projects submitted by property owners, state agencies, and local governments for conformance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. Must be able to read, understand, and explain drawings and specifications for projects submitted for review. Must possess skills necessary to provide excellent customer service.

10%

3. Technical Assistance, Public Education, and Planning

Serve as the division's point of contact for communities/local governments regarding state preservation law review and compliance issues. In coordination with the state CLG coordinator, trains local landmarks commissions in state preservation law review. Assist CLGs in the transfer of state preservation law review authority. Provide technical assistance to preservation professionals and the public. Assist with Social Media posts by researching and writing articles or topics to support our programs.

5%

4. Rehabilitation Project Review; National Register Nominations

Review rehabilitation projects as a team when needed; especially in conjunction with state and/or federal law reviews. Assist with preparation of National Register nominations when needed and present nominations to the Historic Sites Board of Review.

5%

5. Other Duties

Carry out other duties as assigned including participation in review of preliminary determinations of eligibility for properties, review of nomination to the state and /or National Register of Historic Places, and special projects as they arise.

22.a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

<u>Title</u>	<u>Position Number</u>	<u>Name</u>
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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
☐ Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
☒ Major program failure, major property loss, or serious injury or incapacitation.
☐ Loss of life, disruption of operations of a major agency.

Please give examples.

Failure by this employee to review request from federal agencies and others in a timely, correct and professional manner could result in the following: loss of federal historic preservation funds, loss of approval by property owners for funding needing to complete rehabilitation work, and ill will toward the agency.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Employee works closely with other members of the staff. The employee will have daily contact with members of the public, government officials, consultants and members of the media. Employee must possess excellent verbal and written communication skills.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Position requires on-site inspection of historic buildings and sites from roof to basement or crawl space. Access of some spaces may require use of ladders, scaffolds, elevators, etc. Some buildings and site to be inspected may be in poor or dangerous condition. Normal risks associated with highway driving. Some exposure to environmental discomfort associated with field work such as extreme temperatures, insects, poison ivy, etc.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Computer – daily
Photocopier – daily
Camera – weekly
Office equipment – daily
Automobile, suburban, or pickup truck

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – Special or professional: The applicant must meet the Secretary of the Interior's Professional Qualifications Standards in the area of Architectural History or Historic Architecture. The minimum professional qualifications in Architectural History are a 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.
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Special knowledge, skills and abilities

Knowledge of research techniques and sources for architectural history and history; Knowledge of the care, preservation and restoration of historic buildings; knowledge of state and federal historic preservation programs; ability to identify historic architectural styles and materials, historical trends, etc.; ability to prepare concise well-written reports; ability to work and communicate with other agency staff, professional colleagues, and the general public.

Experience - Length in years and kind

A Historic Preservation Specialist II should also have two years' experience in the historic preservation field, either in a state historic preservation office, local preservation program, or related activity. Educational experience may be counted. Experience working with state and federal preservation laws and the Secretary of the Interior's *Standards for Rehabilitation* is preferred. Prior experience conducting historic surveys, writing reports, describing buildings, and researching buildings will also be considered.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Approved:

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date