

DIRECTOR, HISTORIC PRESERVATION

Nature of Work: Under administrative direction, administers the State Historic Preservation Program, National Register Program and the State Historic Preservation Fund. The employee is responsible for the operation of all historic preservation programs within the state. These programs are administrative vehicles for the distribution of state and federal grant monies and the Director, Historic Preservation monitors and ensures the fiscal integrity of the programs. Supervises all programs and employees of the Historic Preservation section; serves as Deputy State Historic Preservation Officer. Performs related work as required.

Examples of Work

- Administers the Historic Preservation grant funds; approves grant applications; completes end-of-year reports and resolves audit concerns.
- Ensures the implementation of the state's responsibilities according to the National Historic Preservation Act of 1996, as amended.
- Makes recommendations for hiring new employees; recruits, reviews resumes and interviews. Supervises employees and makes recommendations for promotions, and changes in job function.
- Reviews and approves the National Register nominations prior to receiving the State Historic Preservation Officer's signature.
- Approves needs for development of the Comprehensive Preservation Plan; sets priorities with the planner.
- Reviews survey projects and final products in coordination with the program staff; approves survey results of grant projects for final payment.
- Approves procedures for certifying local governments in historic preservation; reviews applications for certification and distribution of funds to local governments.
- Administers/implements state historic preservation law as outlined in state code and legislative rules including the state review process, tax investment, credit, and archeological permits.
- Administers/oversees state's role in Section 106 review process as outlined in 36 CRF 800.
- Develops policies, procedures and programs for the Historical Preservation section.

DIRECTOR, HISTORIC PRESERVATION (CONT'D)**Examples of Work (cont'd)**

Ensures that program requirements and deadlines are met; functions as primary contact with the National Park Service.

Offers assistance to the general public regarding Historic Preservation related matters.

May visit project sites as required; represents agency at national meetings; approves/disapproves travel for Historic Preservation staff.

Knowledge, Skills and Abilities

Knowledge of the process for certifying local governments in historic preservation.

Knowledge of National Park Service regulations and procedures.

Knowledge of appropriate state and federal historic preservation law.

Knowledge of availability and methods of access of Historic preservation funds.

Ability to select and supervise employees.

Ability to develop policies and procedures and programs for the section in preserving historic buildings and sites.

Ability to oversee the processing of grants for the preservation program.

Ability to ensure fiscal integrity of the historic preservation program.

Ability to oversee the processing of National Register nominations.

Ability to review and approve survey results for historical sites.

Minimum Qualifications

Training: Master's degree from an accredited four-year college or university in historic preservation or related field.

Experience: Three years of full-time or equivalent part-time paid administrative experience in the field of West Virginia history, history, historic preservation or archaeology.

Established: 7/16/92

Revised: 12/10/97

Effective: 12/10/97