

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Preservation Officer 2		Class Code: 002KB2
	FLSA Status: Exempt	Salary Schedule: PAT 2	Effective Date:
	Summary: Incumbent is responsible for historic preservation and archaeology to carry out mandates under the National Historic Preservation Act and relevant regulations and rules.		

Duties:

- Analyzes historical or architectural significance of properties and the effect of federally/state funded or federally regulated projects;
- Undertakes necessary action to qualify the state for participation in sources of federal aid for historic preservation purposes;
- Reviews environmental review and permit application submissions as required by federal and state law for actions affecting historic properties;
- Provides information on historic sites and structures within the state to federal, state and local governmental agencies, private individuals and organizations;
- Advises and coordinates the activities of local historical associations, historic district commissions, historic commissions and other interested groups or persons;
- Provides technical and financial assistance to local historical associations, historic district commissions and other interested groups or persons;
- Advises individuals about proper preservation techniques and sources of government and non-government funding for restoration work;
- Assists with the development of mitigation procedures as part of federal Section 106 reviews of federally funded and licensed projects;
- Develops a program of historical, architectural and archaeological research and development to include continuing surveys, excavations, scientific recording, interpretation and publication of the state's historical, architectural and archaeological resources;
- Enter data into the division's historical, architectural, and archaeological data base of historic resources in the state and retrieve data about such resources;
- May be required to make public presentations regarding the programs administered by the division;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of state and federal laws dealing with historic preservations;
- Thorough knowledge of environmental review procedures used by federal and state agencies;
- Specialized knowledge of the Department of Interior grants policies as well as Indiana Office of Management and Budget requirements for federal grants;
- Working knowledge of restoration technology, preservation techniques and archaeology;
- Ability to determine probable impact on the cultural environment using cultural resource management techniques;
- Ability to communicate effectively, both orally and in writing.

Difficulty of Work:

Work is broad in scope and of substantial intricacy involving many variables or considerations with interrelationships difficult to ascertain. Judgment is needed in selecting the most pertinent guidelines in interpreting precedents and in adopting standard formulas, methods or procedures to fit facts and conditions. Incumbent must work cooperatively with other preservation officers in carrying out specific programs relating to historic preservation and archaeology. Such programs may include carrying out programs involving archaeological sites, environmental reviews of federal and state projects affecting historic sites and structures, surveying and registering historic sites and structures, administering financial incentives for preservation of historic sites and structures, and education of the public.

Responsibility:

Incumbent is responsible for enforcing the federal and state laws mandating the activities of the State Historic Preservation Office and the Division of Historic Preservation and Archaeology of the Indiana Department of Natural Resources. These include the National Historical Preservation Act, Indiana Historic Preservation and Archaeology Act, and provisions of the Indiana Administrative Code provide detailed guidance on carrying out IC 14-21-1.

Personal Work Relationships:

Incumbent is in contact with persons, officials or representative of organizations which have an unusually significant impact on the programs or policies involved in the work. Work may involve some non-routine cooperative problem solving.