



Department of  
**ADMINISTRATIVE SERVICES**  
Job Postings



Department of Economic and Community Development  
State Historic Preservation Office  
National Register Specialist (Architectural Historian)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** One Constitution Plaza, Hartford, CT 06103  
**Job Posting No:** 11426  
**Hours:** Full time, 40 hours per week  
**Salary:** Grade AR-26 (\$76,373 - \$98,224 annual) **New hires to State service start at the minimum**  
**Closing Date:** November 8, 2016—applications must be received no later than 5:00 PM

**Eligibility Requirement:** Candidates must meet the Experience and Training requirements for class code 5873 which can be viewed by accessing this link <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5670>. Candidates must meet the professional qualification standards as defined by the National Park Service in accordance with the Code of Federal Regulations, 36CFR, part 61 and Section 106 of the National Historical Preservation Act.

**General Information:** Reporting to the Director of Historic Preservation and Museums this position is accountable for performing a full range of tasks to participate in the implementation of the State's historic preservation program in accordance with the National Register Program of the National Park Service.

**Essential Functions:** Refer to Examples of Duties listed on DAS Class Specification 5873, which can be viewed by accessing this link <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5670>. Example of duties include: prepares or reviews, edits and processes National and State Registers of Historic Places nominations; conducts or supervises surveys or studies of State Register of Historic Places; assists in preparation of State Plan for Historic Preservation, related reports and plans as required; provides assistance in defining boundaries of historic areas as requested by municipalities; assists in the review of applications for preservation tax incentives; assists in planning and review of projects falling under Section 106 of the National Historic Preservation Act and the Connecticut Environmental Policy Act; speaks before groups concerning preservation of historic places; writes reports and informational literature; provides technical expert testimony at public hearings; conducts training workshops; may prepare the National Register of Historic Places agenda for the Connecticut State Historic Preservation Review Board; as well as other related duties.

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of American history with particular emphasis on history of Connecticut; considerable knowledge of resources and techniques of historical research and documentation; knowledge of basic photographic techniques; considerable oral and written communication skills; interpersonal skills.

**General Experience:** A Master's degree in history or closely related field. **Substitution Allowed:** A Bachelor's degree in history or closely related field plus one of the following may be substituted for the general experience.

1. At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historic 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 history.

**Preferred Experience:** Demonstrated experience in state or national register nominations; proven writing, editing and presentation skills.

**Application Instructions:** Interested and qualified applicants should submit a cover letter that describes their interest and suitability for the position, a resume, and an Application for Employment (Form CT-HR-12) to:

Joe Olender, Human Resources Specialist  
Department of Administrative Services, Small Agency Resource Team—SmART Unit  
165 Capitol Avenue, 5<sup>th</sup> Floor East, Hartford, Connecticut 06106

**Confidential Fax (preferred method of submission): 860-622-2833**

Materials may be attached to email and sent to [Joseph.Olender@ct.gov](mailto:Joseph.Olender@ct.gov)

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.