

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
JOB OPPORTUNITY
DIRECTOR OF ARTS AND HISTORIC PRESERVATION
POSITION 00011409

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

Open To: The Public
Location: One Constitution Plaza, Hartford
Job Posting No: 011409
Hours: 40 hours per week
Salary: MP 65 \$81,829 – \$104,954
Closing Date: April 23, 2012

NOTE: This position receives direction from the Deputy Commissioner of Economic and Community Development.

General Experience: Nine (9) years of professional experience in the study, research and preservation of historic sites, structures, artifacts, and administration of programs related to these fields or in the administration and/or management of cultural programs.

Special Requirement: Incumbents in this class may be required to travel.

Minimum Qualifications Required

Knowledge, Skill and Ability: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of placemaking philosophy, planning, design, implementation and sustainability for vibrant communities; considerable knowledge of research source materials; considerable knowledge of American history with particular emphasis on history and architectural history of Connecticut; considerable knowledge of artistic and cultural needs of professional arts resources, communities and individuals; considerable knowledge of methods used to develop and promote public interest and participation in cultural programs; knowledge of principles of museum administration and curatorial practices; knowledge of restoration techniques and practices; considerable oral and written communication skills; interpersonal skills; supervisory ability.

Examples of Duties: Directs staff and operations of arts and historic preservation initiatives and programs of the agency; coordinates, plans, manages and analyzes cultural programs, activities and publicity; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; designs and implements programs for the field of historic preservation, restoration, education, tax credits and technical assistance; prepares budgets and reports; negotiates and administers contracts; supervises field investigations; oversees operation of four museums; serves as the State Historic Preservation Officer; assures all federal and state requirements for historical preservation and state agencies are met; oversees the operation of the American Revolution Bicentennial Commission of Connecticut; maintains contact with individuals both within and outside of agency who might impact program activities; represents agency at meetings of professional and community organizations and participates in meetings of Commission and its committees; acts on behalf of Deputy Commissioner in his or her absence; may represent agency on state and national organizations; performs related duties as required.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business April 23, 2012** to:

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
Human Resources Office
505 Hudson Street
Hartford, CT 06106

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

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.