

March 2019

**Delaware Division of Historical and Cultural Affairs
State Historic Preservation Office**

Job Description: Historic Property Research Center Manager

Position Classification: Cultural Preservation Specialist (Working title - Historic Property Research Center Manager)

Job Summary: This position is for a cultural resource professional that will manage the agency's Historic Property Research Center. Primary responsibilities include maintaining, managing, and overseeing access to Delaware's statewide inventory of historic properties and its associated records, databases, and online GIS mapping portal, in accordance with state and federal laws, standards and policies. The position will assist the State Historic Preservation Office in its mission to locate, study, and record Delaware's historic buildings, structures, objects, districts, landscapes, and archaeological sites.

Salary and Contract: This is a full time contractual position, supported by grant funds for a period of one year with possibility of renewal, contingent on the availability of funds. Minimum salary is \$20.32 hourly (\$39,624 annually), negotiable depending on education and experience. The position will be contracted through Goodwill of Delaware Staffing Services and includes benefits.

Key Responsibilities:

The Cultural Preservation Specialist/Research Center Manager will conduct the following specific activities:

- Interpret and explain state/federal historic preservation program laws, regulations, standards, and procedures, and technical aspects of historic preservation to property owners, federal/state/local agencies, contractors, consultants, and the public
- Coordinate with staff on the review of projects involving the identification, evaluation, and treatment of historic properties, to ensure resulting data collections meet requirements
- Assist staff, consultants, agencies, local governments, and the public with research on the state's historic properties
- Maintain existing Access databases of inventoried and National Register-listed properties, survey reports, project review cases, and covenants and easements; oversee and conduct data entry; run database queries and reports
- Assist efforts in multi-year project to complete digitization of Research Center material, providing support and guidance to contractors
- Manage and maintain the [Cultural and Historical Resources Information System](#) (CHRIS), the SHPO's online GIS mapping portal
- Map data points and polygons in CHRIS; review new data points submitted by system users, changes to points, and associated attachments; assign Cultural Resource Survey and archaeological site numbers, upload forms, and approve final forms and points
- Review applications for CHRIS passwords; notify users of expiring passwords; deactivate accounts of inactive users

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- Train and assist staff and others in the use of CHRIS, databases, and other data technologies; conduct occasional public presentations
- Update Research Center and CHRIS user guidelines and/or Cultural Resource Survey guidelines and procedures, as needed
- Update public data layers on National Register-listed properties; respond to FOIA and other public data requests in accordance with state and federal law protecting confidential data
- Coordinate with developer on fixing problems, developing and implementing new tools in CHRIS
- Assist in overseeing contractual services related to CHRIS, including: monitoring performance of contractor(s); developing requests for proposals; and evaluating proposals for contract(s).
- Assess effectiveness of programs and systems; assist in developing long-range plans for CHRIS and other e-government initiatives
- Attend GIS-related meetings, workshops, or conferences to receive training related to the care and maintenance of electronic records held by public agencies and accessibility to the general public
- Assist in updating and implementing the agency's records retention schedules

Job Knowledge, Skills and Abilities:

- Knowledge of applicable State and Federal laws, rules, regulations, guidelines, policies and procedures governing archaeological and historic preservation.
- Knowledge of the principles, practices and theory of cultural preservation.
- Knowledge of Delaware and regional history, pre-history, anthropology, archaeology, or architectural history.
- Knowledge of the methods and techniques of conducting research including primary and secondary sources.
- Knowledge of the methods and techniques of recordkeeping and technical report preparation.
- Knowledge of the methods and techniques for conducting cultural resource surveys and data analysis.
- Knowledge of the agency policies, procedures, programs, functions and responsibilities.
- Knowledge of computerized analytical tools, including but not limited to GIS, MS Access databases, word processing, spreadsheet, and presentation programs
- Skill in effective written and oral communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in working with Geographic Information Systems, in particular Esri ArcGIS and AGOL.
- Ability to coordinate people, programs, and functions.
- Ability to interpret and apply statutory and administrative regulations.
- Ability to identify problems and recommend corrective actions.
- Ability to analyze raw data according to scientific methods.
- Ability to read and interpret construction plans and specifications.

Job Requirements:

Applicants must meet the [Secretary of the Interior's Professional Qualifications Standards](#) for History, Archaeology, or Architectural History (or a closely related field), including a graduate degree or a bachelor's degree with full-time professional experience, as defined in the applicable Standard for that field. Applicants must also possess demonstrated experience in working with cultural resource data and data management systems. Preference will be given to applicants with specific experience in creating/managing GIS data and data quality control measures.



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About the Division of Historical and Cultural Affairs and State Historic Preservation Office

The Division of Historical and Cultural Affairs is an agency of the State of Delaware. Its mission is to serve Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. The Division has stewardship of over forty properties, operates five museums and the Buena Vista Conference Center, and partners with community organizations and nonprofits on history-related activities. The Division also has care of the state's collections of museum objects, archaeological artifacts, and works of art. The Delaware State Historic Preservation Office (SHPO) is located within this agency.

The SHPO operates programs to locate, study, and record Delaware's historic buildings, structures, objects, districts, landscapes, and archaeological sites. The SHPO assists and encourages Delawareans to value, preserve, and protect these resources that reflect our history and heritage.

The SHPO's responsibilities include:

- Administers the annual Federal Historic Preservation Fund grant.
- Reviews federal and federally-assisted planning and development projects, in accordance with Section 106 and/or Section 110 of the National Historic Preservation Act, applicable regulations (36 CFR Part 800) and guidance; advises agencies and applicants of the effects on historic properties and sites,
- Reviews and comments on land use and development proposals, and county/municipal comprehensive plans and ordinances under the State Preliminary Land Use Service (PLUS),
- Leads efforts in securing and accepting nominations of significant properties and sites to the National Register of Historic Places in conjunction with the Delaware State Review Board for Historic Preservation; guides property owners through the nomination process,
- Encourages and assists local governments in securing Certified Local Government designation for potential awarding of federal grants in the area of historic preservation activities,
- Administers Federal and State tax incentive programs for the rehabilitation of properties listed in the National Register of Historic Places,
- Monitors and enforces the terms of preservation covenants and easements under the stewardship of the Division of Historical & Cultural Affairs,
- Supports responsibilities assigned to the Division under state law including:
 - o to provide guidance upon the discovery of unmarked human burials and/or skeletal remains, the identification, treatment and disposition of non-native American remains;
 - o to sponsor, engage in and direct archaeological research in the State, as defined in the state Antiquities Act, as funding permits;
 - o to protect and preserve the state's boundary monuments,
- Maintains a central research repository of information related to the State's historic properties and sites, which includes a web-based GIS mapping application – [the Cultural & Historical Resource Information System \(CHRIS\)](#),
- Provides technical assistance to the public on historic preservation topics,
- Provides and participates in educational programs about Delaware history, archaeology and historic architecture, and
- Develops and guides the implementation of the [statewide historic preservation plan](#).

