July 7, 2020

Delaware Division of Historical and Cultural Affairs
State Historic Preservation Office

Job Description: Architectural Historian (Contractual Position)

Position Classification: Cultural Preservation Specialist (Working Title – Architectural Historian)

Job Location: 21 The Green, Dover, Delaware 19901. During the public health emergency, a combination of telework and onsite work may be required. Options for continuing partial tele-work may also be available.

Job Summary: The position is to assist the Delaware Division of Historical and Cultural Affairs’ (DHCA) State Historic Preservation Office (SHPO) in its mission to assist and encourage Delawareans to value, preserve, and protect the resources that reflect our history and heritage. The job’s focus is architectural history, relating to the identification, evaluation, registration, and treatment of historic buildings/structures. Responsibilities may include: reviewing/conducting architectural surveys; reviewing nominations and project proposals in support of the National Register, historic preservation incentive, and Certified Local Government programs; consulting with federal, state and local agencies and applicants on proposed construction projects; assisting in monitoring preservation covenants and easements; and other preservation planning work. The job also entails participation in public outreach activities.

Salary and Contract: This is a full-time contractual position, supported by special funds for a period of one year with opportunity for renewal, contingent on the availability of funds. Minimum salary is $20.32 hourly (approximately $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/Architectural Historian may conduct the following activities:

- Review architectural surveys, eligibility determinations, assessments of effect, determinations of appropriate treatment of affected historic resources and associated documentation; determine if federal and state standards and guidelines have been met
- Review draft nominations for the National Register of Historic Places, application forms, and other documents in conjunction with multiple programs: National Register, federal and state historic preservation tax credits, Certified Local Governments, grants and/or special projects
- Review restoration and development plans for historic buildings/structures and make recommendations as to their compliance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties
- Interpret and explain state and federal historic preservation program laws, regulations, standards, and procedures and technical aspects of historic preservation to property owners, agencies, contractors, consultants and the public
- Review 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; advise agencies and applicants of the effects on historic properties and sites
- Recommend alternatives to avoid, minimize or mitigate adverse effects to significant properties, and negotiate agreement documents
Assist in reviews of land use and development proposals under the State Preliminary Land Use Service (PLUS) and similar local government review processes
• Assist in reviews of local government comprehensive plans, ordinances, and management plans
• Assist in annual monitoring of preservation covenants and easements
• Assist in planning and implementing public outreach presentations and activities, which may include webpage or social media content
• Plan and conduct research and architectural survey, as assigned and as funding permits
• Assist staff, consultants, agencies, local governments, and the public with research on the state’s historic properties
• Assist in tracking implementation of the statewide historic preservation plan, and preparation for development of the next update to the plan.

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, architectural history and design or historical architecture
• 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.
• Skill in effective written and oral communication
• Skill in establishing and maintaining effective working relationships
• Skill in working with Geographic Information Systems
• 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 for Architectural History, including a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:
• At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
• Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
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About the Delaware Division of Historical and Cultural Affairs and the SHPO

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 that support local 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:
  - to provide guidance upon the discovery of unmarked human burials and/or skeletal remains, the identification, treatment and disposition of non-native American remains
  - to sponsor, engage in and direct archaeological research in the State, as defined in the state Antiquities Act, as funding permits
  - 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, including a web based GIS mapping application: 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
- Develops and guides the implementation of the statewide historic preservation plan.