

Program Reviews Manager

Ohio Historic Preservation Office
Outreach and Historic Preservation Services Division
Ohio Historical Society
Full Time

Nature of Work in This Class

Assess the effects of federally, state, and locally assisted projects to historic properties, pursuant to Sections 106 and 110 of the National Historic Preservation Act and Section 149.53 of Ohio Revised Code; advise and educate agency staff and others about the Section 106 review process; and maintain computer and paper records.

Illustrative Examples of Work

Analyze project documentation to determine the eligibility of prehistoric properties for listing in the National Register of Historic Places and to provide comments and recommendations for the purpose of surveying and identifying prehistoric properties. Review surveys, data recovery plans, maps, drawings, photos, and other technical documentation in order to assess effects of projects to prehistoric properties. Synthesize review results and clearly communicate the outcome in writing, meetings, and other communication media. Make site visits to evaluate effects of proposed projects on prehistoric properties. Negotiate agreements to avoid or mitigate adverse effects to prehistoric properties. Review and comment on federal and state regulations. Review state and local projects to assess impacts to prehistoric properties. Create and provide education and assistance to federal, state, and local agencies, individuals, companies, and organizations, including workshops and conference sessions.

Supervisory Responsibilities:

May require the oversight and supervision of volunteers, interns and temporary staff.

Essential Knowledge, Abilities, and Skills

Ability to communicate effectively, both orally and in writing, with a wide range of preservation constituents in both the public and private sectors. Basic mathematical skills with the ability to apply mathematical concepts to practical situations. Ability to use Microsoft Office software or the equivalent, including spreadsheet, database, and word processing applications. Ability to use Windows and Windows-based PCs and peripherals. Ability to implement, plan, and critically evaluate research. Ability to review, understand, and interpret a variety of technical data, such as engineering drawings and specifications, primary and secondary research sources, and maps. Ability to use Geographic Information System software.

Typical Physical Demands

Requires prolonged sitting, frequent standing, and bending, stooping, and occasional lifting up to 25 pounds. Requires normal range of eyesight, hearing, and manual dexterity sufficient to operate keyboard, telephone, photocopier and other office equipment.

Typical Working Conditions

Normal office environment. Occasional evening or weekend work. Work may be stressful at times. Requires ability to travel, sometimes with overnight stays. Work may involve attendance at public meetings and site visits, as well as occasional archaeological investigation and monitoring.

Qualifications

A graduate degree in archaeology, anthropology, or a closely-related preservation field, or its equivalent in education and experience, plus a minimum of four years of work experience in a professional capacity in the relevant discipline, or must meet the professional qualifications standards in 36 CFR 61, Appendix A. Familiarity with the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, as well as other federal historic preservation laws, regulations, and guidelines.

Posting Date: 9/2/2009

Created Date: 7/8/2006

FLSA Status: Exempt

Salary Grade: 8

Salary: \$40,165

How to Apply

Visit <http://www.ohiohistory.org/about/jobs/> for a complete position description. To apply, submit Ohio Historical Society employment application, cover letter, resume and three professional references with contact information to applicant@ohiohistory.org or mail to:

Human Resources Department
Ohio Historical Society
1982 Velma Avenue
Columbus, OH 43211-2497
Fax: 614/297-2293
E-mail: hr@ohiohistory.org

The Ohio Historical Society is an Equal Opportunity Employer. We are proud to be a drug-free workplace.