Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE:  ☐ NEW POSITION  ☑ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name
   Kansas State Historical Society

2. Employee Name (leave blank if position vacant)

3. Division
   Cultural Resources

4. Section
   Historic Preservation Office

5. Unit

6. Location
   City: Topeka  County: Shawnee

7. (circle appropriate time)
   Full time X  Perm. X  Inter.
   Part time  Temp.  %100

8. Regular hours of work: (circle appropriate time)
   From: 8:00a.m. To: 5:00p.m.

PART II - To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)
   Name: Katrina L Ringler  Title: Director, Cultural Resources Division  Position Number: K0061568

   Who evaluates the work of an incumbent in this position?
   Name: Same as above  Title: Same as above  Position Number: Same as above

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

   This position has considerable input and administrative oversight into the development of goals and objectives for the Historic Preservation Fund and Certified Local Government programs. Program parameters are specified in the National Park Service Historic Preservation Fund grant manual. The incumbent essentially determines how the work can best be completed within the limits set by the state and federal regulation. The incumbent is responsible for completing major projects with a great deal of latitude. The employee will exercise independent judgment and the freedom to develop his/her own sequences and methods to fulfill the position description in consultation with the Division Director.
# Historic Preservation Fund

40%

Conducts annual grant rounds to solicit applications for subgrants from the Historic Preservation Fund. Solicits applications, organizes publicity, and writes and revises all forms, instructions, and manuals. Advises and consults with organizations applying for HPF grants. Evaluates potential grant projects and develops recommendations for funding to the Kansas Historic Sites Board of Review. Develops contracts with successful applicants, including budgets, timelines, and program content. Administers and monitors subgrant projects awarded to communities, non-profit organizations, and universities through the HPF for compliance with program objectives and guidelines. Assigns product reviews to appropriate staff members and ensures that reviews are conducted according to established deadlines. Reviews and approves all requests for reimbursement for accuracy and compliance to ensure that federal funds are disbursed for their intended purpose and in compliance with applicable grant program requirements. Reviews and drafts all requests for amendments to HPF sub-grant agreements. Reports all activities to the federal government as required.

# Certified Local Government program

20%

Administers, monitors, and implements the Certified Local Government program according to rules and regulations published by the National Park Service (NPS). Consults with and advises communities on the process to become certified. Assists communities in creating necessary resolutions and applications for certification. Approves final documents for certification and forwards the documents to the NPS. Serves as liaison to established CLGs and reviews and approves reports from Certified Local Governments to ensure they are satisfying the requirements of the program and their agreements. Evaluates each CLG as required by NPS guidance.

# Technical Assistance/Outreach

15%

Responds to public requests for information and technical assistance, prepares and presents historic preservation information to the public, and serves on internal teams of SHPO staff to facilitate inter-program communication and coordination. Provides technical training - through workshops, conferences, and other presentations - for preservation groups and design professionals. Represents the Historic Preservation Office at meetings with various partners. Must possess excellent verbal and written communication skills. Occasionally provide content for social media posts or contribute to articles for agency publications.

# Other Duties

5%

Carry out other duties as assigned, such as serving on committees and review teams, including review teams for National Register nominations, tax credits, and other grant programs.
22.a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

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<th>Title</th>
<th>Position Number</th>
<th>Name</th>
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23. Which statement best describes the results of error in action or decision of this employee?

( ) Minimal property damage, minor injury, minor disruption of the flow of work.
( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
( × ) Major program failure, major property loss, or serious injury or incapacitation.
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

An error in judgment in actions related to the fiscal management or program administration of the federal Historic Preservation Fund could result in loss of accreditation of the SHPO and the associated federal funding.

An error in judgment regarding the Certified Local Government program can result in a program failure and de-certification of local government with a loss of federal pass-through funds.

The employee must maintain a good working relationship with the grant recipients and local governments to avoid conflict and misunderstanding regarding the use of state and general funds. Failure to handle all contacts with the public courteously and promptly would result in poor public relations for the society.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The employee works closely with other members of the staff to gather information, plan activities, and to ensure that projects are carried out properly. The employee has daily contact with officials of Certified Local Governments, grant recipients, and potential grant applicants. The employee is in contact with National Park Service personnel several times a month concerning the Historic Preservation Fund grant to the department and NPS programs and requirements. The employee shares the responsibility of representing the SHPO to the public.

25. What hazards, risks or discomforts exist on the job or in the work environment?

No unique hazards or discomforts. Normal risks associated with working in an office environment and occasional highway driving.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

- Computer – daily
- Printer/copies/scanner – daily
- Office phone – daily
- Motor vehicle – monthly
- Camera - monthly
PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

   **Education – General**
   Must possess the following:

   Bachelor’s degree plus two years of full-time professional experience. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency. Master’s degree in a related field is preferred. See specific requirements below.

   **Education or Training - Special or professional**

   The applicant will meet the Secretary of Interior’s Professional Qualification Standards in the areas of History or Architectural History. The minimum professional qualifications in architectural history are 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: 1. 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 2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

   The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following: 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.

   **Licenses, certificates and registrations**

   Must have a valid driver’s license.

   **Special knowledge, skills and abilities**

   Must be able to communicate effectively in oral and written form and work with the public harmoniously. Ability to prepare contracts and grant materials, monitor grant and local government programs, maintain accurate records, and account for grant funds. Knowledge of grants and program administration under federal funding regulations such as 2 CRF Part 200.

   **Experience - Length in years and kind**

   Prefer three years in historic preservation or related work. Prefer experience in grant writing and grant administration.

28. **SPECIAL QUALIFICATIONS**

   State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

   Must have a valid driver’s license.

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**Approved:**

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<th>Signature of Personnel Officer</th>
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