

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

1. Agency Name Kansas State Historical Society		9. Position No. K0102152	10. Budget Program Number 49701
2. Employee Name (leave blank if position vacant) VACANT		11. Present Class Title (if existing position) Historic Preservation Specialist II (Subgrants and Conference Coordinator)	
3. Division Cultural Resources Division		12. Proposed Class Title	
4. Section Historic Preservation Office		For Use By Personnel Office	13. Allocation
5. Unit			14. Effective Date
6. Location (address where employee works) City Topeka County Shawnee			15. By _____ Approved
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. <input checked="" type="checkbox"/> Inter. Part time _____ Temp. _____ %100			16. Audit Date: _____ By: _____ Date: _____ By: _____
8. Regular hours of work: (circle appropriate time) FROM: 8:00 a.m. TO: 5:00 p.m.			17. Audit Date: _____ By: _____ Date: _____ By: _____

Agency Number 288

Position Number

K0102152

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	Title	Position Number
	Director, Cultural Resources Division	K061568
Who evaluates the work of an incumbent in this position?		
Name	Title	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.

Employee works independently to coordinate the Heritage Trust Fund grant program and, from time to time, other subgrant programs including creation of grant application materials, presentation of grant workshops, reviewing preliminary applications, review funded projects, conduct site visits/write site visit reports, provide technical assistance to citizens and design professionals, and ensure grantees comply with programs requirements. Employee works with the Division Director to ensure that federal and state funding requirements are met. Employee reviews grant projects in accordance with the state preservation statute, KSA 75-2724 and federal Section 106. Employee reviews all projects for compliance with the Secretary of the Interior's *Standards for Rehabilitation* (1990). Employee is the primary coordinator for planning the annual state preservation conference. The employee will exercise independent judgment in involvement with the public. Employee will meet regularly with their supervisor to discuss ongoing projects.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

	<p>The employee functions as a Historic Preservation Specialist for the Historic Preservation Office, reviewing projects in accordance with Secretary of the Interior's <i>Standards for Rehabilitation</i>.</p>
50%	<p>1. Subgrant Programs Coordinator</p> <p>Administers and monitors awards through the state Heritage Trust Fund and other subgrant programs as may be required, to organizations and individuals for compliance with the funds' objectives and with historic preservation guidelines. Develops and implements program procedures, criteria, and evaluation standards for the grant programs. Solicits applications, organizes publicity, and writes and revises all forms, instructions, and manuals. Advises and consults with entities applying for funds. Evaluates potential projects and provides recommendations to the Kansas Historic Sites Board of Review to assist in the final selection. Develops contracts with successful applicants, including budgets, timelines, and program content. Reviews and approves all bidding procedures implemented by grant recipients to ensure they meet program requirements and reviews tax credit applications from same projects when applicable. Completes state and federal compliance reviews for funded projects when applicable. Reviews, approves, and drafts all requests for reimbursement for accuracy and compliance to ensure that funds are disbursed for their intended purpose and in compliance with standards in the field of historic preservation and state or federal statutory requirements.</p>
20%	<p>Visits historic properties throughout the state. Inspects properties, diagnoses technical issues and identifies problems in site visit reports that assist property owners in developing grant applications. Works with successful grant applicants and their architects/engineers to develop plans and specifications for grant projects. Works with contractors, property owners and architects to carry out projects that follow accepted preservation practices. Works closely with recipients working on smaller projects that do not require a hired architect. Reviews plans and specifications for conformance with the Secretary of the Interior's <i>Standards for Rehabilitation</i>. Performs inspections periodically during projects. Reviews monthly reports from grantees. Prepares and/or reviews project agreements and covenants. Develops and posts grant application forms. Maintains spreadsheets and other program files both digital and hard copy. Plans and conducts annual grant workshops at various locations across the state and via online webinar. Produces handouts, flyers, recorded videos, social media posts, etc. to promote the grant program and educate grant applicants.</p>
20%	<p>2. Coordinate the Annual State Preservation Conference</p> <p>Serves as the primary coordinator for planning the annual statewide preservation conference. Assists with development of the theme and overall concepts for the conference. Works closely with local community partners to make arrangements including contracts for rentals, catering, and transportation. Coordinates publicity for the event through social media and the Historical Society's publication staff.</p>
5%	<p>3. Technical Assistance/Outreach</p> <p>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.</p>
5%	<p>4. Other Duties</p> <p>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.</p>

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- 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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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.

Employee must review projects in a timely manner. Failure to properly review projects may result in the loss of historic fabric in historically significant properties. Failure to complete reviews in a timely manner could lead to project delays and inability for KSHS to count subgrants as match toward federal funding allocation. Errors in judgment could result in misuse of funds.

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

Employee meets frequently with project architects, engineers, contractors, applicants, and the public. Employee will meet within teams of other employees to discuss projects. Employee must possess excellent verbal and written communication skills.

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

Position requires on-site inspection of historic buildings from roof to basement or crawl space. Access of some spaces may require use of ladders, scaffolds, elevators, etc. Some buildings to be inspected may be in poor or dangerous condition.

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

Computer – daily
Photocopier – weekly
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 – Special or professional: The applicant will meet the Secretary of Interior's *Professional Qualification Standards* in the area of Architectural History or Historic Architecture. They must have the following qualifications: (a) a graduate degree in Architectural History, Art History, History, Historic Architecture, Historic Preservation or closely related field of study including coursework in American Architectural History, **or** (b) An undergraduate degree in Architectural History, Art History, Historic Preservation or closely related field of study plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Architectural History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation.

Education or Training - Special or professional
same

_____ Licenses, certificates and registrations

Special knowledge, skills, and abilities

Knowledge of the principles and practices of building design and construction; knowledge of the care, preservation, and restoration of historic buildings; knowledge of state and federal historic preservation programs; ability to synthesize technical data into layman's terms; ability to work and communicate with other agency staff, professional colleagues, and the general public.

Experience - Length in years and kind

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 be able to inspect historic buildings from roof to basement or crawl spaces via ladders, stairs, scaffolding and other means before, during, and after construction. Must have a sound understanding of construction techniques and historic preservation practices. Must possess skills necessary to provide excellent customer service. Must be willing to travel extensively during parts of the year.

Approved:

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date