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.

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 Division

4. Section

Historic Preservation Office

5. Unit

6. Location (address where employee works)

City Topeka
County Shawnee

7. (circle appropriate time)

Full time X Perm. X Inter. %100
Part time Temp.

8. Regular hours of work: (circle appropriate time)

FROM: 8:00 a.m. TO: 5:00 p.m.


K0102152

10. Budget Program Number

49701

11. Present Class Title (if existing position)

Historic Preservation Specialist II (Heritage Trust Fund Coordinator)

12. Proposed Class Title

13. Allocation

14. Effective Date

15. By Approved

16. Audit Date:

By:

17. Audit Date:

By:

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 Ringler

Title
Preservation Office Supervisor

Position Number
K0049267

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 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 Preservation Office Supervisor to ensure that federal and state funding requirements are met. Employee reviews projects in accordance with the state preservation statute, KSA 75-2724. Employee reviews all projects for compliance with the Secretary of the Interior's Standards for Rehabilitation (1990). Employee will receive some duties from supervisor including review of Certified Local Government agendas and minutes. The employee will exercise independent judgment in involvement with the public. Employee will meet regularly with his/her supervisor to discuss ongoing projects.
The employee functions as a Historic Preservation Specialist for the Historic Preservation Office, reviewing projects in accordance with Secretary of the Interior’s *Standards for Rehabilitation*.

### 1. Subgrant Programs Coordinator

50%

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 organizations 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.

20%

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 *Standards for Rehabilitation*. 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.

### 2. Coordinate the Annual State Preservation Conference

10%

Assists with development of the theme and overall concepts for the annual statewide preservation conference. Works closely with local community partners to get arrangements made including contracts for rentals, catering, and transportation. Coordinates publicity for the event through social media and the Historical Society’s publication staff.

### 3. Local Preservation Program Check-Ins

10%

Review agendas and minutes submitted by local preservation programs to check for inconsistencies and coaching opportunities. Report findings to supervisor for action.

### 4. Technical Assistance/Outreach

5%

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.

### 5. 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.
22a. 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.

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. Errors in judgment could result in misuse of funds.

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 must possess excellent verbal and written communication skills.

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.

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

Computer – daily
Photocopier – daily
Camera – weekly
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.

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Education or Training - Special or professional
same

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Licenses, certificates and registrations

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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 to layman’s terms; ability to work and communicate with other agency staff, professional colleagues, and the general public.

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Experience - Length in years and kind

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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.

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Approved:

Signature of Employee Date

Signature of Personnel Officer Date

Signature of Supervisor Date

Signature of Agency Head or Date
Appointing Authority