

Specification for Class of

HISTORICAL PRESERVATION SPECIALIST 1

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Assists in the identification, evaluation, and protection of properties in the State inventory cultural resources.

Typical Work

Prepares and conducts survey and inventory of selected thematic subjects or geographic areas;

Performs research to assist in the evaluation of cultural resources including the preparation of summaries of significance and descriptive text regarding those resources;

Catalogs, keeps current, and maintains the State inventory of cultural resources;

Measures and prepares plans, elevations, and sections of historic resources to the standards of the Historic American Buildings Survey and the Historic American Engineering Record;

Assists with the State-wide inventory of historic places as required by existing statutes;

Consults with county liaison personnel and assists in the preparation of nominations for the preservation of qualified cities, where necessary;

Assists with the compilation of the inventory in those counties where the work is not done by local organizations;

Assists with investigations of required nominated sites to assure that existing criteria is satisfied;

Reviews inventory nomination forms for content and accuracy prior to submission to the Advisory Council on Historic Preservation;

Performs such historical research as is required in the performance of the primary job function;

Assists in the preparation and revisions of the State Preservation Plan;

Assists in maintaining State register of historical properties;

Assists with grant-in-aid projects funded under the historic preservation program;

Assists in informing the public about the historic preservation program through various communication media;

Prepares or assists in preparation of studies, records, correspondence, reports and other publications;

Prepares architectural drawings of historic sites in accordance with established historic preservation standards;

Performs other work as required.

Knowledge and Abilities

Knowledge of: subject matter related to historical preservation including some knowledge of architecture; State and national history, archaeology, geography; research methods and administrative procedures.

Ability to: identify, classify, and describe historic properties; establish and maintain effective relationships with public and private individuals and organizations; express ideas clearly and concisely orally and in writing; coordinate acquisition and restoration projects.

Minimum Qualifications

A Bachelor's degree involving major study in Pacific Northwest or American history, architecture, archaeology, museology or allied field and two years of experience in the preservation, acquisition, restoration, planning or direct involvement in interpretive aspects of parks, historical sites, and nature or recreational settings.

A maximum of two years of qualifying experience may be substituted, year for year, for education.

New class

Effective July 12, 1971

Revised April 12, 1985

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25900

Revises definition