ARCHAEOLOGY AND HISTORIC PRESERVATION ADMINISTRATOR

This is administrative and managerial work in directing the activities of the Archaeology and Historic Preservation Section in the Department of Cultural Resources in its statewide archaeology, preservation and restoration programs for identification protection and management of properties and resources of historic and cultural significance throughout the state. Under administrative direction of the Director of the Archives and History Division, employee directs a staff of approximately forty professional and technical employees that manage the state’s archaeological, cultural and historic preservation activities that include the identification, protection, restoration, research, survey, renovation, and grants assistance programs for structures and areas of historic significance. Employee functions independently in managing the section and determining the emphasis of the program areas. Work may also include other related assignments as determined by management.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee is responsible for establishing the long-range programs and goals of the section, developing the operational plan for the section, and developing the policies and procedures pertaining to the conservation of cultural, historic, and archaeological resources throughout the state. Based on the Federal and State laws pertaining to the preservation of historic and archaeological resources and input from the unit supervisors, employee determines overall program activity, including those related to public awareness and participation in the statewide program.

Organizing and Directing - Based on statutory requirements and input from unit supervisors, employee establishes the responsibilities of the positions in the section and develops changes or growth in staffing based on long-range goals, needs of the public, and changes in the laws or emphasis of the historic preservation program. Employee determines appropriate assignments of special projects based on the specific goals and objectives of the projects.

Budgeting - Employee prepares the section budget based on input from the unit supervisors and the previous year's budget and justifies recommendations to the division director and the Federal government. Employee is responsible for managing the budget and justifying and documenting expenditures of grant recipients.

Training - Employee determines the training needs of employees based on input from unit supervisors and justifies outside training resources to the department. Employee encourages employee participation in training programs and conferences with the Federal government. Employee is responsible for monitoring funds allocated for training and staff development activities.

Setting Work Standards - With input from unit supervisors, employee establishes the guidelines and develops the procedures for evaluating employee performance according to departmental policies. Employee oversees and ensures that performance standards and procedures are monitored on a timely basis.

Reviewing Work - Employee reviews the accomplishments of all units and ensures that program goals and requirements are being met. Program and project reports are reviewed prior to submission to the Federal government for grant reporting and accounting of expenditures.
Counseling and Disciplining - In accordance with departmental policy, employee administers grievance procedures; resolves grievances internally and counsels employees regarding problems; and makes recommendations for resolution to superior.

Performing Other Personnel Functions - Employee makes decisions in the selection, appraisal, promotion, dismissal, and salary adjustments of employees based on input from unit supervisors. Employee may participate in interviewing prospective candidates with unit supervisors and makes decisions on selection, appraisal, promotion, and salary adjustments for unit supervisors.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Changes in program or grant guidelines or new projects result in the re-evaluation of existing projects and priorities to accommodate changes. Unexpected situations are referred by unit supervisors who provide input as to changes in their units to accommodate the situations.

Variety of Work Supervised - Employee supervises a staff of preservation specialists, archaeologists, technicians, and office support staff.

Number of Employees Responsible For - Employee typically supervises approximately forty to fifty professional, technical, and clerical employees.

III. EXTENT OF SUPERVISION RECEIVED: Employee works with considerable independence and is guided by general instructions from the division director and broad federal and state laws and policies pertaining to the preservation of historic and cultural resources.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - Employees may be responsible for temporary, contract, or volunteer staff that participate in the surveys of historic properties.

Physical Dispersion of Employees - Employee is responsible for preservation/restoration and archaeology positions at regional offices.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, And Abilities - Extensive knowledge of North Carolina and American architectural history. Extensive knowledge of the policies, procedures, and operations of national, state, and local preservation programs. Knowledge of local, state, and federal laws which affect archaeological resources and preservation programs in North Carolina. Knowledge of the principles and practices of business and personnel management. Ability to plan and direct the work of subordinate personnel engaged in the assessment of archaeological and historical resources. Ability to supervise and review the work of others. Ability to comprehend technical language and concepts pertaining to architecture. Ability to communicate effectively in oral and written form. Ability to organize projects and determine time frames for completion. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Master's degree in historic preservation, planning, architectural history, or a closely related field and four years of progressive experience in historic preservation; or graduation from a four-year college or university with a major in history, planning, or architectural history, or a closely related field and five years of progressive experience in historic preservation; or an equivalent combination of training and experience.