

HISTORIC SITES SPECIALIST II

This is professional work in developing statewide educational and public information aspects of the state-owned historic sites. Typically, employees at this level provide specialized consultation on a statewide basis to the historic sites and have responsibility for a particular area such as publications, furnishings and artifacts, audio-visual presentation, research, and educational/public programs or may be project leaders as new sites are researched and developed.

Employees provide advice and consultation to the site managers in the areas of audiovisual presentations, publications, artifacts, research, and operational and educational/public programs. Employees typically specialize in one of these areas or a particular time period to provide consistency in these aspects of the historic program at all the sites. Employees report to unit supervisors for operations or interpretations and perform related duties as required.

I. DIFFICULTY OF WORK:

Variety and Scope - Assigned duties vary in nature due to the consultation and assistance provided to differing historic sites and the level of consultation required. Consultation includes assistance to all state-owned sites in an area of specialization such as furnishings and artifacts, exhibits, publications, audiovisuals, or other interpretive and educational aspects of the sites. Responsibilities include project leadership for developing sites or changes and enhancements to interpretive programs at existing sites.

Intricacy - Work requires varying levels of consultation based on the particular project or historic site. Consultation may involve guidance to site staffs for project start-up only or in-depth consultation and leadership throughout the project. Project leadership will include coordination of input from site managers, operations personnel, archaeologists, property development personnel, and local support and historical organizations

Subject Matter Complexity - Work requires an understanding of local, regional, and state history and the activities associated with the research and development of interpretive and operational aspects of historic sites. More in-depth knowledge is required for the area of specialization to maintain standards and consistency with all the sites. Work requires familiarity with available resources in the section, department, and outside historical organizations. .

Guidelines - Guidelines include standards and procedures established by the section for interpretation of historic sites and state guidelines and policies for purchasing, safety, travel, or other operational issues.

II. RESPONSIBILITY:

Nature of Instructions - Employees receive general guidance and scheduling details or individual projects and long-range plans. Employees schedule the day-to-day activities to meet projected deadlines. New or special projects will require development of ideas and input in initial planning with section management.

Nature of Review - Work is reviewed in progress through general discussions or resolution of problems with project leaders or unit supervisors. Final projects or events are subject to review by management of the section for technical accuracy and the general public for historical accuracy and effectiveness.

Scope of Decisions - Decisions regarding the research, interpretation, and operation of historic sites affects other staff of the section, the general visiting public of the sites, and potential volunteers or organizations that support the sites.

Consequence of Decisions - Decisions regarding interpretive aspects, special events, or site operations may result in unnecessary expenditures or confusion or harm to the visiting public.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires contact with site staff, other section staff, local historical organizations, and the general public. Contact may also be with other state or federal agencies depending on the project and its impact.

Nature and Purpose - Primary purpose of contacts is to explain or clarify project goals, activities, and deadlines. Contacts with outside organizations may be to gain support of projects, events, or to explain the section's program and goals.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is conducted in a typical office setting with frequent travel to various historic sites or communities to develop details of projects or events.

Hazards - Travel may cause exposure to inclement weather and driving hazards.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Considerable knowledge of North Carolina and American history. Knowledge of reference sources of historical materials. Knowledge of modern development and trends relating to history and historical research. Ability to establish short-term goals and priorities of projects. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in history or a degree specific to the area of specialization required and three years of progressive experience in a historical agency; or an equivalent combination of training and experience.