

HISTORIC SITES SPECIALIST III

This is professional work in developing statewide educational and public information aspects of the state-owned historic sites. Employees at this level have statewide responsibility for the more complex and technical educational resources development of all sites. Employees may supervise lower level employees that provide consultation on a regional basis or handle less complex aspects of the area of specialization.

Employees provide advice and consultation to the site managers in their area of expertise for the most complicated projects involving in-depth research, creativity, and site interpretive planning. Employees develop standards for site interpretation and visitor services to provide consistency in these aspects of the historic program at all the sites. Employees report to the supervisor of 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 the most complex aspects of the area of specialization. The more complex aspects are characterized by the creativity and in-depth research and planning required to develop innovative interpretive programs and site plans. Responsibilities include project leadership for developing sites or changes and enhancements to interpretive programs at existing sites.

Intricacy - At this level, the complexity of projects typically requires consultation and guidance to site staffs or other interpretations specialists throughout the project. Project leadership will include initial development of ideas and plans and 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 and research are required for the area of specialization to develop ideas into feasible plans and programs for enhancements at existing or developing 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 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 individual for projects and long-range plans. Employees schedule the day-to-day activities to meet projected deadlines. Most projects will require development of ideas and input in initial and long-range planning with section management.

Nature of Review - Work is reviewed in progress through general discussions or resolution o problems with the interpretations supervisor. 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. Standards developed for interpretation and visitor services are reviewed prior to implementation at the sites.

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 - Thorough knowledge of North Carolina and American history, and the technical discipline of specialization. Extensive knowledge of reference sources of historical materials. Thorough knowledge of modern development and trends relating to history and historical research. Ability to establish short-term goals, budget requirements, and priorities for projects. Ability to negotiate with other professional staff to establish project plans and schedules. 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 four years of progressive experience in a historical agency; or an equivalent combination of training and experience.