

HISTORIC RESOURCES SPECIALIST I

Historic Preservation Division Local Government Assistance Coordinator

Apply for this position online at www.mspb.ms.gov . For more information contact Diane Mattox at (601) 576-6866.

STARTING ANNUAL SALARY: \$29,500
DEADLINE FOR RECEIVING APPLICATIONS: Friday, December 6, 2013

This is professional, specialized work with responsibility for administering the Certified Local Government (CLG) program for the state of Mississippi, with special attention to administering the annual CLG grant program; working with local governments in general and historic preservation commissions in particular to develop and implement historic preservation policy at the local level; partnering with other agencies and organizations to promote historic preservation goals; assisting with workshops and other educational and public events; and engaging in public education about architectural history, historic rehabilitation, and preservation policy through writing, speaking, and other outlets. Regular travel, sometimes at night, throughout the state for site visits and meetings is required, as well as an ability to work independently.

Specialized experience includes working with local and state officials, writing and managing federal grants, and administering local preservation policies in conjunction with local government and historic preservation commissions. Skills in interpersonal relationships and communication are a necessity when dealing with local and state officials, private citizens, and other organizations, often in the midst of controversial issues in a public environment.

Incumbent will work closely with the Senior Local Government Assistance Coordinator and under the administrative direction of the Chief Architectural Historian. Work is reviewed through conferences, personal inspection, written reports, and results obtained.

Education and experience must meet the following criterion:

- Bachelor's Degree from an accredited four-year college or university, in History, Historic Preservation, Public History, Architectural History, or Southern Studies

Preferred qualifications include: The ideal candidate will have a Master's or Bachelor's Degree in History, Historic Preservation, Public History, Architectural History, or Southern Studies and work experience related to the above-described duties. High-level writing ability is also preferred and writing sample will be required.

MDAH is an Equal Opportunity Employer.