

Historic Resources Specialist I
Review and Compliance Assistant

Historic Preservation

Starting annual salary: \$30,385.00
Application deadline: August 25, 2020

This position involves work that is professional in nature. The incumbent will support numerous functions of the MDAH Historic Preservation Division. The position's primary responsibility is to assist the Review and Compliance Officer with the review process for federal undertakings in accordance with Section 106 of the National Historic Preservation Act of 1966. Specific duties include coordinating with MDAH archaeological, architectural, and technical preservation staff to promptly provide comments to applicants and maintain records related to the Review and Compliance program. The work requires the exercise of independent judgment in the establishment, interpretation, application, and enforcement of statutes, rules, regulations, and policies.

Applicant should have excellent communication skills, be proficient in Microsoft Office and familiar with databases, Geographic Information Systems (GIS), and other mapping tools. Additional responsibilities may include preparation of purchase requisitions and maintenance of financial records related to the Historic Preservation Division.

A background in archaeology, basic knowledge of the National Historic Preservation Act (NHPA), and experience with National Environmental Equity Act (NEPA) compliance is preferred.

Education: Applicants must have a bachelor's degree from an accredited four-year college or university.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6865.

The Mississippi Department of Archives and History is an equal opportunity employer.