

Historic Resources Specialist I, National Register Assistant

Historic Preservation Division

Starting annual salary: \$30,385.00

Application deadline: June 23, 2021

The Mississippi Department of Archives and History (MDAH) seeks a Historic Resources Specialist I to serve as National Register Assistant for the Historic Preservation Division. Under the supervision of the Chief Architectural Historian, the National Register Assistant oversees the National Register of Historic Places program in Mississippi, ensuring that the program is conducted in accordance with applicable federal regulations and policies and that all National Register nominations prepared by staff, consultants, and private submitters are completed in a timely, thorough, and accurate manner. Responds to public requests for information about National Register eligibility. Prepares and edits National Register nominations and Determinations of Eligibility. Conducts site visits and architectural survey work around the state. Assists in public education programs about the National Register program.

Special Requirements:

- Meets the Secretary of the Interior's Professional Qualifications Standards in Architectural History or History (36 CFR Part 61)
- Displays strong research, editing, and writing skills
- Demonstrates attention to detail in meeting deadlines and federal guidelines
- Makes effective oral presentations regarding the National Register program
- Travels to site visits to examine buildings (sometimes in poor repair or in rural areas)
- Competent in Microsoft Word, Excel, PowerPoint, and Publisher

Education must meet the following criteria:

- Bachelor's Degree from an accredited four-year college or university.

Preference is given to degrees in history, architectural history, historic preservation, American studies, or southern studies, and experience in architectural survey and the National Register of Historic Places.

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal opportunity employer.