

Historic Preservation Specialist – Compliance Reviewer

This exempt professional position operates under the general supervision of the Deputy State Historic Preservation Officer and the Compliance team lead worker in the State Historic Preservation Office (SHPO). Work is performed with a great deal of independence; there is minimal direct oversight. This position meets the professional requirements of the US Secretary of Interior [Standards](#) and the Code of Federal Regulations relating to [State requirements](#).

The primary responsibilities of this position consist of the tracking of compliance project submittals and the independent review of state and federally funded, licensed and permitted projects which are submitted for review. Subsequently, the position renders a determination regarding the effects the project might have on historic buildings, historical sites and archaeological sites, pursuant to applicable regulations. These reviews are specifically conducted pursuant to the provisions of Section 106 of the National Historic Preservation Act, and its implementing regulations found at 36 CFR Part 800, and §44.39-42 Wisconsin Statutes. This position provides consultation and assistance to federal and state agencies, local municipalities, professional consultants and the general public on the interpretation of these regulations, submittal requirements and the project review process. The position provides architectural history assistance to other compliance team staff.

This position also maintains internal project records via electronic and paper means; preparation of reports summarizing the office's work activity; data analyses of varying complexity; and verbal and written responses to the public.

Goals and Worker Activities:

50% A. Independent Project Review and Response Preparation

1. For all State Historic Preservation Office (SHPO) compliance staff, review all initial submittal information for completeness and distribute completed initial submittal information to respective staff.
2. Request additional or missing information via telephone, written communication, e-mail, and/or FAX.
3. Check the accuracy of submitted information and the subsequent conclusions as required under federal/state laws and regulations.
4. Review projects for effects on historic properties, historical sites and archaeological sites.
5. Provide assistance to federal and state agencies, local units of government, professional consulting firms and other applicants, in completing the relevant historic preservation review process.
6. Recommend specific types of initial studies (literature and archive search of our records, check city clerk records, local historical society, etc.) that may be necessary to identify historic properties.
7. Evaluate the adequacy of archaeological survey reports and historic property

assessments for conformance with established federal and state guidelines and professional standards.

8. Evaluate the logic and validity of the conclusions of these reports, based on knowledge of various survey techniques used to identify historic properties.
9. Analyze maps, project plans and other materials for completeness and accuracy.
10. Provide written response to the applicant indicating successful completion of the review process, or recommending additional studies which may need to be done or project design changes that may need to be considered, in order to avoid adversely affecting historic properties, historical sites and archaeological sites.

40% B. Independent Management of Electronic and Paper Records

1. Process SHPO daily incoming mail to ensure that an adequate review and response is possible under prescribed timelines.
2. Assign a unique case identification number and create an electronic tracking record for each new project, routing new projects to the appropriate staff person.
3. Create a unique electronic and paper file for each new project in the WHPD Compliance Database and a paper file for each project for all staff in the SHPO Compliance Section.
4. Create and monitor an electronic tracking record for correspondence related to existing projects, routing that correspondence to the appropriate staff person.
5. Periodically review paper project files and dispose of records in accordance with the approved Records Disposal Authorization (RDA).
6. Develop, maintain and update as needed, the instruction manual for processing compliance reviews, maintaining and using the electronic and paper review records.

10% C. Mail Processing and Other Duties

1. Receive daily incoming mail for State Historic Preservation Office, open, date stamp and deliver to the appropriate staff.
2. Ensure that daily outgoing mail from the State Historic Preservation Office is prepared according to DOA guidelines.
3. Conduct queries in Compliance Database for internal clients.
4. Answer inquiries from the public regarding our review processes and materials needed for submission.
5. Any other duties as assigned.

Knowledge, Skills and Abilities

This position must meet the professional requirements of the US Secretary of Interior [Standards](#) and the Code of Federal Regulations relating to [State requirements](#).

1. A graduate degree in architectural history, art history, historic preservation, or a closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or a closely related field plus two years of relevant experience in the field of historic preservation.
2. Knowledge of historic preservation policies and procedures
3. Ability to explain historic preservation policies and procedures
4. Knowledge of federal and state historic preservation laws
5. Ability to explain federal and state historic preservation laws
6. Excellent written and oral communication skills
7. Effective interpersonal skills
8. Ability to negotiate solutions to complex problems
9. Ability to research and report on complex issues
10. Knowledge of historic architectural styles, materials and building techniques
11. Ability to manage a complex database
12. Excellent organizational skills
13. Thorough knowledge of the duties of all staff in the State Historic Preservation Office
14. Ability to lift and carry 30 pounds and have the physical dexterity and flexibility necessary to work in an office environment.
15. Ability to work independently, setting priorities and exercising independent judgment and meet deadlines.
16. Ability to use computer applications, including Microsoft Office Suite, PowerPoint, Internet, etc.
17. Knowledge of modern office practices, procedures and equipment.