

HISTORIC PRESERVATION SPECIALIST III

NATURE OF WORK IN THIS CLASS

This is complex professional and supervisory work involved in the preservation of historic properties.

Employees in this class supervise a program unit under the Historic Resources Division performing archeological work in prehistoric/historic archeology and anthropology duties.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises the review and evaluation of sites having historical significance for incorporation to the local and national registry of historic places; submits recommendations to the keeper of the National Register.

Supervises the maintenance of site and survey reports; supervises the maintenance of the National Register and Guam Register by Historic Places records.

Evaluates project designs for any adverse effects on established historical sites.

Coordinates programs with the grants officer to ensure compliance to federal grant requirements.

Provides information on historic preservation processes and historic sites in response to public inquiries.

Conducts site visits to verify characteristics, conditions and significance of historical properties.

Prepares recommendations for revisions of policies and procedures for program improvement.

Provides technical assistance in the development of projects and proposals.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the principles of archeology, anthropology, history, architecture, folklore and geography.

Knowledge of the history, prehistoric and culture context of Guam.

Knowledge of federal and local historic preservation laws, regulations and standard operating procedures.

Ability to prepare and evaluate field reports.

Ability to supervise the programs and activities of an archeological survey team.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to recommend changes in policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the use and care of archeological equipment and instruments.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Bachelor's degree in anthropology, archeology or closely related field; plus 2 years experience as a Historic Preservation Specialist II; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Possession of a valid driver's license.
- b) Possession of a certificate in open water diving issued by the National Association of Underwater Instructors may be required.

ESTABLISHED: September, 1991
PAY RANGE: 43



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