

GUAM HISTORIC PRESERVATION OFFICER

NATURE OF WORK IN THIS CLASS

Administers a comprehensive historical preservation program involving professional work of historians, architects, archaeologists, folklorists and other social science disciplines for the Department of Parks and Recreation.

Employees in this class serve as a representative for Guam on the board of the Micronesian Endowment for Historic Preservation.

ILLUSTRATIVE EXAMPLES OF WORK *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Manages a comprehensive survey for historic places that integrates results from private, governmental and academic sponsored surveys.

Maintains and updates a Comprehensive Historic Preservation Plan and planning process meeting Guam and federal standards.

Assures that proposed private development projects and government projects receive appropriate historic preservation reviews during project planning and approval stages.

Assures that construction projects are monitored for compliance with preservation requirements.

Supervises nominations of properties to the Guam and National Registers of Historic Preservation.

Prepares regulations to implement historic preservation procedures.

Oversees plans to restore, acquire and preserve historic property.

Oversees a program of public information and education regarding preservation, its procedures and historic sites.

Assures that the government of Guam and the Department of Parks and Recreation policies and procedures are followed in the Division of Historic Resources.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of one or more technical preservation-related disciplines (*history, archaeology, anthropology, architecture*).

Knowledge of history and pre-history of Guam, Micronesia, and Oceania.

Knowledge of major federal historic preservation laws, regulations, and guidelines.

Ability to make decisions in accordance with program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to plan and implement policies within the scope of authority delegated to the position.

Ability to effectively present the policies and goals of historic preservation in public.

MINIMUM EXPERIENCE AND TRAINING

- A Three (3) years of experience in historic preservation or equivalent work inclusive of one (1) year of supervisory experience, and graduation from a recognized college or university with a Master's degree in archaeology, architecture, history, or closely related field; or
- B Four (4) years of experience in historic preservation or equivalent work inclusive of one (1) year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in archaeology, architecture, history, or closely related field; or
- C Any equivalent combination of experience and training beyond the Bachelor's degree that provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JULY 1990

AMENDED: JANUARY 2001

PAY GRADE: O

HAY EVALUATION:	KNOW HOW:	FI3	264
	PROBLEM SOLVING:	E3 (38%)	100
	ACCOUNTABILITY:	E2C	<u>115</u>
			479

This standard revises and supercedes the standard established JULY 1990, and amended NOVEMBER 2000.



LUIS R. BAZA
Executive Director
Civil Service Commission