

Carbon County Historic Preservation Officer
Carbon County, Montana
February 2010

General Statement of Duties

Coordinates programs to identify, evaluate, protect, and promote historic and archeological resources in Carbon County. Ensures compliance with local, state, and federal historic preservation laws and ordinances. Acts as administrative staff to the County Historic Preservation Commission and liaison between the Commission and the Carbon County Historical Society and Museum.

Duties

1. Work 20 hours per week or 80 hours per month.
2. Insure that historic preservation concerns are considered at all levels of City-County planning and are incorporated as goals of other city-county, state, and federal projects.
3. Monitor compliance with local preservation ordinances and report non compliance to Carbon County.
4. Regularly report to or attend the Historic Preservation Commission meetings, Carbon County meetings as needed, and Carbon County Historical Society and Museum meetings and be available for comments to these groups as well as to other local government agencies.
5. Provide technical assistance and direction regarding literature on historic preservation tax-credits, National Register, federal regulations, and Secretary of Interior Standards.
6. Inspect and evaluate historic properties for potential and feasibility for reuse and rehabilitation.
7. Coordinate preservation activities and publicity, especially during National Historic Preservation Week.
8. Participate in and carry out the responsibility for Certified Local Governance program as outlined in "The Certified Local Government Program in Montana."
9. Maintain the Carbon County Historic Preservation Commission.
10. Cooperate and communicate with fellow Historic Officers in Montana and elsewhere as appropriate.
11. Submit quarterly reports and a final report by June 30 of each year to Carbon County Commissioners and Carbon County Historical Society and Museum.
12. Assist the public and Museum staff in preservation activities.
13. Coordinate and assist in the nomination of properties to the National Register.
14. Assist in making the program sustainable.

Supervision of the Position

The position reports to the Executive Director of the Carbon County Historical Society and Museum. Technical guidance will be provided by the Carbon County Historical Preservation Commission chair.

Working Relationships

Incumbent must work with a variety of groups and individuals including but not limited to, town, city, and county staff and elected officials, state and federal agency staff, researchers, citizens, property owners, contractors, museum staff, funders, schools, and the media.

Required Knowledge, Skills, and Abilities

- Knowledge of local, state, and national historic preservation laws, regulations, and ordinances.
- Skill in interpersonal communications and working with members of the public. May be called upon to make presentations.
- Ability to prepare accurate and timely reports, findings, conclusions and recommendations.
- Ability to prepare basic grant applications.
- Basic computer skills.
- Ability to work with Commission members and to work with and motivate volunteers.
- Ability to represent and advocate for historic preservation interest in conflict situations.

Physical and Environmental Demands

The work of this position typically takes place in an office setting. Development proposals may require short field visits with occasional walking over rough terrain. Requires occasional out-of-town travel for meetings and training.

Desirable Qualifications

- Bachelors degree in history, anthropology, or architecture, or
- Masters degree in field related to historic preservation, or
- Three years of experience in historic preservation or similar field.



How to apply:

1. Send:
 - Resume
 - Letter of interest no longer than two pages
2. Address the following in your letter of interest:
 - What knowledge, skills, and abilities you have to bring to this position and your qualifications as well as any other information you deem pertinent.

Deadline:

All application must be received by March 15, 2010

The top candidates will be contacted for an interview conducted by two members of the Carbon County Historic Preservation Commission and two members of the Carbon County Historical Society and Museum.

Compensation:

The position for 20 hours a week will pay \$14/hour with 5 days paid vacation pay after 6 months.

Mail or email information to:

Donna Madson
Carbon County Historical Society & Museum
P.O. Box 881
Red Lodge, MT 59068
Email: director@carboncountyhistory.com