



- Job title:** Cultural Resource Specialist - Architecture
- Department:** Cultural and Natural Resources
- FLSA status:** Full-Time Employee, Exempt
- Salary range:** \$56,000 - \$63,000 per year
- Work conditions:** Office and field environments at historic fort, residential, commercial and special use buildings, including construction work sites and shop facilities not ADA accessible. Moderate lifting.
- Regular 40-hour workweek, Monday- Friday, 7:00 AM - 3:30 PM, and as otherwise required for emergencies, special events, etc.
- Reports to:** Director of Cultural and Natural Resources, Fort Monroe Authority (FMA)

The Cultural Resource Specialist - Architecture will report to the Director of Cultural and Natural Resources & Fort Monroe Historic Preservation Officer (FMHPO) who represents the Commonwealth of Virginia as the on-site Subject Matter Expert (SME) in Historic Preservation and is the coordinating official at Fort Monroe, a National Historic Landmark (NHL) and National Register of Historic Places (NRHP) district(s).

The Cultural Resource Specialist - Architecture will work independently and at times in a supporting role for the FMHPO in the management of the FMA's cultural resources to ensure compliance pursuant to the principles and procedures as stipulated in the Federal Programmatic Agreement ('PA'), State-Level Memorandum of Understanding ('MOU') for Fort Monroe as well as the Fort Monroe Historic Preservation Manual and Design Standards ('Design Standards') otherwise known as the Governing Documents.

In addition, the Cultural Resource Specialist - Architecture will assist the FMHPO who acts as the FMA Environmental Manager in coordinating, maintaining and ensuring compliance with all site wide environmental permits as required by the Virginia Department of Environmental Quality (VDEQ).

### **Responsibilities of Cultural Resource Specialist – Architecture:**

The Cultural Resource Specialist - Architecture is a member of the Historic Preservation Project Review Team, which is composed of an archaeologist and architectural historian (HPO). The primary role of the Project Review Team is the evaluation and consultation of state and environmental activities resulting from the proposed repair, rehabilitation and development of projects accruing on FMA property. Each project is assessed for its effects on historic property, i.e. architectural, and archaeological resources in accordance with the National Historic Preservation Act, as well as the Fort Monroe Authority Governing Document.

The Cultural Resource Specialist - Architecture works independently and assists in project development and coordination with the Virginia Department of Historic Resources and other Consulting Parties and Stakeholders as required. The position will also provide assistance in responses, assessing affects, recommending mitigation or minimization efforts, conduct site visits, and support consultants as necessary in project design development. The position at times will require working directly with design professionals, redevelopers and state and federal partners, as well as community officials and stakeholders.

Attributes to a successful Cultural Resource Specialist - Architecture would include their ability to work and support all project partners in their understanding of the National Historic Preservation Act and the FMA Governing Documents, as well as their ability to work collaboratively to resolve project affects and identify paths for no adverse effects, have outstanding written and interpersonal skills with the ability to build/maintain relationships, provide consistent consultation, and establish and maintain credibility internally and with all FMA stakeholders.

### **Qualifications:**

- Must meet the Secretary of the Interior 's professional qualifications in architectural history having a at minimum a masters's degree in architectural history, historic preservation, or closely related field with coursework in American architectural history or a bachelor's degree in architectural history, historic preservation or closely related field plus one of the following:
  - At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
  - Demonstrated contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

- Knowledge of and experience in applying the *Secretary of the Interior's Standards for the Treatment of Historic Properties*; and
- Familiarity with cultural resource issues on U.S. military installations and knowledge of Department of Defense processes related to historic preservation and cultural resources management is desirable; and
- Preferred degree in Historic Preservation with a concentration in preservation law, materials conservation, architectural design, architectural history and material culture; and
- Experience should include a combination of professional knowledge and experience working with applicable federal (especially Section 106 of the National Historic Preservation Act) and state historic resources and environmental regulations; and
- Working knowledge in the conservation and treatment of a wide range of historic building materials; knowledge of laboratory analysis and/or scientific testing; comfortable working at heights in an outdoor environment; and
- Working knowledge of building preservation, restoration, rehabilitation, construction technology, and construction history and the desire to further develop skills in historic trades methodologies and approaches to include the use of traditional hand tools as well as the application and use of modern means and methods and materials in the context of historic structures preservation, maintenance, rehabilitation or restoration; and
- Preferred experience in performing assessments of historic resources, including historic research, field investigation, materials testing, report writing, preparation and review of construction documents, and project management; and
- Experience in promoting a strong historic preservation philosophy including constituents, developers, organizations, government officials, and colleagues; and
- Working knowledge of world, United States and Virginia history as well as the architectural history of the 17<sup>th</sup> through 20<sup>th</sup> century; and
- Ability to support in the planning, conducting, and assessing of historic structure and cultural landscape surveys and to prepare and evaluate National Register Historic Places (NRHP) nominations; and
- Ability to support in the negotiation of appropriate mitigation measures and memoranda of agreement with outside agencies on complex projects involving

potential adverse effects to cultural resources; and

- Ability to assist in instructing and guiding others positively; and
- Excellent interpersonal and communication skills, with ability to collaborate with a dynamic leadership team; and
- Flexibility and management of multiple priorities in a fast-moving environment; and
- Excellent communication and management skills are essential for this position, and
- A commitment to the highest professional standards.
- The employee is expected to adhere to all company policies

The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.