

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Historical Program Specialist

Definition

Consults, plans or administers research, restoration, and interpretation programs to preserve and interpret historically significant architecture, archeological sites, objects, and events; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Conducts research of potential historically or culturally significant resources in Iowa; determines if the resources have historical merit; makes recommendations for acquisition, preservation, and interpretation of historical resources.

Maintains administrative responsibility for restoration, education, and public relations programs of historical sites; reports on operations; maintains financial records; plans physical care, renovations, and safety/security measures; establishes maintenance schedules; plans for servicing tourist trade; ensures long-range success of historic preservation endeavors at sites.

Provides research and research consultation for the programs of the federal historic preservation program, as administered in Iowa; advises on matters concerning administration of the historic preservation program; photographs and pictorially documents historic sites.

Examines national nomination forms for application to the National Register of Historic Places; assists individuals in accurately completing the forms; ascertains if the information is correct and sufficient to justify listing; makes recommendations for listing to the State Historic Preservation Officer and the State Nominations Review Committee.

Speaks before interested groups on local history; encourages preservation of local history; encourages the preservation and interpretation of local historical resources; acquaints the public with the agency and its programs; gains public understanding and support of the agency and its programs; represents public input to other staff and management.

Prepares and manages contracts for professional and scientific services, including preparation of bid specifications to comply with predetermined standards.

Researches, writes, publishes, or edits papers, articles, catalogs, pamphlets, brochures, periodicals, and other materials on Iowa and local history to be shared with scholars, other historical organizations, and the public; provides research results and interpretative information for publication, exhibition, and/or educational program.

Solicits, selects, and acquires artifacts and manuscripts on Iowa history for publication or the permanent collection by corresponding and negotiating with prospective authors, donors, or dealers and by evaluating forms of expression, substance, authenticity, accuracy, and appropriateness in such a way as to maintain the quality of the publication or assure the appropriateness of the artifact for the collection.

Edits accepted articles and books for clarity of expression, correct grammar, consistency of style, and accuracy in order to prepare for publication.

Consults with the volunteer coordinator and supervisor, in overseeing the activities of volunteers, students, and staff assistants and provides training in the historical work assigned.

Provides input into state historic preservation plan and other agency planning processes and documents; drafts appropriate planning documents as assigned.

Determines the preservation, restoration and conservation techniques to be applied to a historical resource by assessing its physical properties, the extent of the determination, and the appropriateness of various conservation/preservation methods.

Evaluates and monitors the environmental conditions in which historical materials are exhibited, stored, or maintained in order to control and/or minimize hazards and deteriorating agents by such factors as sunlight, humidity, temperature, and air quality; advises other employees and the public in proper care, preservation, conservation, and restoration of historical materials.

Designs historical exhibits in order to depict historical events in Iowa by planning the content and layout of the exhibits, discussing plans with other staff specialists, and preparing specifications and construction drafts.

Directs the fabrication and installation of museum exhibits in order to ensure proper illustration of the historical significance of objects and artifacts by providing guidance to others in the utilization of power tools used to build such items to display cases, replicas, models, environments, and other facilities from a variety of materials.

Competencies Required

Knowledge:

- History and Archeology – Historical events and their causes, indicators, and effects on civilizations and cultures.
- Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Geography – Principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- Communications and Media – Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Design – Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

Abilities:

- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Near Vision – See details at close range (within a few feet of the observer).
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Visualization – Imagine how something will look after it is moved around or when its parts are moved or rearranged.

Skills:

- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Instructing – Teaching others how to do something.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in history, anthropology, archeology, architecture, curatorial/museum management, literature, English, art, natural history, architectural history, library science, or historic preservation, and experience equal to one year of full-time work in professional research, museum, education, editing, or other experience associated with history, anthropology, archaeology, architecture, architectural history, art, museums, historic sites, or historic preservation.
- 2) A total of five years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in history, anthropology, archeology, architecture, curatorial/museum management, literature, English, art, natural history, architectural history, library science, or historic preservation equals one year of full-time experience.

Effective date: 12/23 SA