

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

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 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 the Iowa State Historic Preservation Officer 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 of American, Western, and Midwestern and Iowa history and current interpretive trends.

Knowledge of professional historical research techniques, methodologies, and sources.

Knowledge of English grammar and word usage, prose style, and substantive presentation of historical facts.

Knowledge of the care, preservation, and restoration of historical objects, artifacts, structures, and sites, as required in designated positions.

Knowledge of photography, photographic equipment, and photography techniques, as required in designated positions.

Knowledge of rebinding and encapsulation techniques for rare and valuable books and documents; conservation and restoration techniques for natural history specimens, objects, and historical materials.

Knowledge of literature, current publications and activities, and the various other resources relevant to the museum's collections and/or museum educational interests and programs.

Knowledge of printing operations and materials, copyright laws, and various methods used in graphic design.

Knowledge in the design and layout of historical exhibits; general principles and techniques of mechanical drawing, drafting, and illustration.

Ability to effectively communicate orally and in writing with the public and other employees.

Ability to apply proper conservation, preservation, and restoration techniques to books, documents, natural history specimens, works of art, and historical objects.

Ability to operate a motor vehicle.

Ability to negotiate with individuals, organizations, and agencies.

Ability to plan and manage a project, including prioritizing and creating and following a work plan.

Ability to interpret and work from design specifications and construction drafts and blueprints.

Ability to prepare illustrative drawings and designs, fabrication and installation specifications, and construction drafts of historical exhibits.

Ability to use a word processor and electronic processing equipment.

Skills in use of photographic equipment, power tools, conservation equipment and chemicals, or a variety of hand and power tools.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with major course work in history, anthropology, archeology, architecture, curatorial--museum management, literature, English, art, natural history, architectural history, library science, historic preservation, and the equivalent of one year of full time experience in professional research, museum, education, editor, or other experience associated with history, anthropology, archaeology, architecture, architectural history, art, museums, historic sites, or historic preservation;

OR

qualifying work experience or graduate education may be substituted for the required education or experience on a year-for-year basis (30 semester or equivalent hours equal one year of qualifying experience).

Effective Date: 07/12 BR