

# DEPARTMENT OF HISTORIC RESOURCES

Position Vacancy, #00048

**ROLE: Historian/Archaeologist & Preservationist III, PAY BAND 5**

**WORKING TITLE: Tax Credit Reviewer**

**SALARY: \$40,959 - \$55,500 depending on experience**

**Responsibilities:** Conduct reviews for the State Historic Rehabilitation Tax Credit and Federal Certified Historic Rehabilitation Tax Credit Programs. Provides technical assistance to resolve architectural problems; advises property owners; developers, and architects regarding appropriate rehabilitation treatments and application of the Secretary of Interior's *Standards for Rehabilitation*. Provides agency comments on applications according to agency and National Park Service regulations and procedures. Makes site inspections of rehabilitation projects as necessary and expedient to interpret program standards and guidelines; prepares inspection reports, written recommendations, and other documents as needed. Coordinates project reviews with other staff members and the National Park Service. Assists with the promotion of the tax credit program through public workshops, presentations, publication, and site visits. Provides assistance with initiatives by the Office of Preservation Incentives to evaluate and improve internal processes, policies, and technology. Provides technical assistance and architectural expertise to agency staff members and programs, and to owners of historic properties, other members of the general public, state agencies, local governments, and private presentation groups on matters of architecture design.

**Qualifications:** Applicants must meet the *Secretary Of the Interior's Professional Qualifications Standards* and should have very strong working knowledge of the Secretary of the Interior's Standards for Rehabilitation. A thorough understanding of historic preservation laws, regulations, policies, procedures, standards, and guidelines. Comprehensive knowledge of historic architecture of Virginia and/or Mid-Atlantic region; architectural resource protection and project management principles, methods and techniques. Ability to apply technical, legal and cultural knowledge and planning principles to complex architectural rehabilitation projects. Graduate degree in architecture architectural history or related field is highly desirable. Superior oral and written communications skills effectively communicate to a broad range of audiences. Ability to proficiently operate Microsoft Office computer software.

**Preferred Qualifications:** Graduation from an accredited college or university with major course work in historic preservation, preservation law, history, architecture, architectural history, anthropology, architecture, engineering, or related field preferred. Graduate degree in architecture architectural history or related field is highly desirable. LEED Professional Credentials and/or experience in sustainable design is highly desirable.

**Application Requirements:** To be considered for this position you must complete a state application through the on-line employment system at <https://jobs.agencies.virginia.gov> by 5:00 p.m. on **December 14, 2011**. Resumes may be attached but may not substitute for a state application.

The Virginia Department of Historic Resources (DHR) is an Equal Opportunity Employer by both policy and practice. Applicants are considered for all positions without regard to race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or against otherwise qualified persons with disabilities. It is the intent of DHR's employment and personnel practices to conform to all applicable federal, state and local laws and regulations regarding non-discrimination.