



Career Opportunity

September 22, 2020

**Director of Survey and Information Management
(Historian/Archaeologist & Preservation Manager)
Payband #5**

Position #00002

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hiring Range

Salary negotiable to \$78,750

Position Description

The Department of Historic Resources (DHR), a family first agency, is currently recruiting for an innovative individual to fill our Director of Survey and Information Management position. The selected individual will provide leadership to professional staff and provide oversight of Archives, Survey and Planning and Data Management. Duties: organizing, administering and monitoring development of statewide programs; overseeing policies and procedures regarding architectural and archaeological survey program, including survey methodology and guidelines; developing and monitoring work plans; planning and managing the budget; ensuring division adherence to standards; providing oversight of grants; working cohesively with other agency staff to ensure the agency's programmatic needs are accomplished; instituting revisions to the Survey Manual and the agency's website; overseeing the management of the permanent collection of the division's holdings, including documents, photographs, maps, reports, and monographs, and finding aides associated with these materials; intensifying the quality and consistency of new archives materials, including technical assistance in the form of information sessions, individual trainings, and web-based materials; promoting the need for historic resources surveys in localities; participating in managing and training others in Virginia Cultural Resource Inventory System (V-CRIS); overseeing the enhancement of the agency's GIS capabilities; working with IT Systems Administrator to encourage DHR staff implement best practices for the management and preservation of digital records. The selected candidate should anticipate additional duties such special projects and initiatives to be assigned. Serves as a member of the agency's Senior Team.

Qualifications Guide

Applicants must meet the Secretary Of the Interior's Professional Qualifications Standards in Archaeology, History or Architectural History. Considerable knowledge of American architectural history, history or archaeology and work experience in most historic preservation disciplines with an emphasis on application of National Register Criteria, historic preservation grant writing and grant management, and in the potential uses of spatial data to assist in environmental decision making and regulatory compliance, and other aspects of an applied historic preservation context. Knowledge and understanding of architectural survey methods and practices and the management and uses of survey data; and experience with database management. Extensive knowledge of databases, GIS principles and V-CRIS. Demonstrated skill in the development, management, and use of environmental tabular and spatial data, and program training for diverse staff and customers. Ability to provide business and technical support to environmental staff utilizing resource and spatial data for environmental decision-making; to communicate effectively, both orally and in writing to individuals and groups; to promote innovation, teamwork, and consensus; to provide timely, efficient and thorough customer service; to write, review and manage grants on behalf of the Agency and its constituents; and successfully manage fiscal and human resource activities. Strong Knowledge of archives and library policies and procedures and progressive experience managing grant programs. The selected candidate will be required to complete a criminal background check to include credit and to file a State and Local Statement of Economic Interests as a condition of employment. Willingness and ability to participate in day travel as needed. Teleworking is available and a valid driver license is required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, OCTOBER 9, 2020 at <http://jobs.virginia.gov/>.

EOE

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.