



Career Opportunity

April 23, 2021

**Cemetery Preservationist
(Historian/Archaeologist & Preservationist III)
Payband 5**

Position #00083

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hiring Range

\$46,087 - \$64,618

Position Description

The Department of Historic Resources (DHR) has a great working culture, allows for telework/flex schedules and is a learning environment that allows individuals to thrive in their careers. DHR seeks self-motivated preservation professional to fill the position of Cemetery Preservationist. This position offers a career opportunity for an individual responsible for developing, implementing, and managing a comprehensive historic preservation program for historic cemeteries including the identification, recording, evaluation, registration (if warranted), and appropriate treatment/stewardship of both marked and unmarked cemeteries throughout the state and their markers, gravestones, monuments, fencing, etc. Duties: management of DHR's African American Cemetery and Graves Fund and the Revolutionary War Cemeteries and Graves Fund; DHR's Burial Permits program; works closely with local governments, civic/historical organizations, nonprofit organizations, owners and managers of historic cemeteries, educational and religious institutions, the archaeological community, DHR staff, and the general public. This position requires extensive public contact through site visits, presentations, workshops, and managing DHR's quarterly cemetery newsletter. Other duties may be assigned.

Qualifications Guide

Applicants must meet the *Secretary of Interior's Professional Qualifications Standards* in Archaeology, which requires a graduate degree in either archaeology or anthropology. Comprehensive knowledge of archaeological method and theory and experience participating in archaeological field investigations; historic cemetery documentation and preservation best practices; technical, legal and resource management practices and procedures as they apply to historic cemeteries, agency programs, and procedures, applicable state and federal regulations, and program management methods and techniques; Federal and State laws, statutes, and regulations pertaining to the protection of cemeteries and archaeological resources including Section 106 of the National Historic Preservation Act. Demonstrated ability to collect, analyze, and integrate technical data on historic cemeteries; to provide technical assistance on appropriate treatment of historic cemeteries, human remains, markers, monuments, and fencing to historic cemetery owners and/or managers; to communicate effectively in oral and written form. Must have exceptional organizational skills and the ability to develop and maintain good working relationships with other professionals and the public. Must have demonstrated proficiency with personal computer applications, particularly with word processing, spreadsheet, and database management. The selected candidate will be required to complete a criminal background check and to file a State and Local Statement of Economic Interests as a condition of employment. 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 MONDAY, MAY 24, 2021 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.