



Career Opportunity

June 9, 2022

**COMMUNITY SERVICES DIRECTOR
(Historian/Archeologist & Preservationist Manager)
Payband 5**

Position #00058

Location: Richmond, VA

**2801 Kensington Ave
Richmond, VA 23221**

**Salary Payband Range
Maximum Hiring Range**

**\$48,391 - \$124,434
Negotiable to \$82,890**

Position Description

The Department of Historic Resources (DHR), the state historic preservation office in Virginia, is seeking a dynamic individual to fill the position of Community Services Director. DHR is seeking an experienced preservation professional who can align their experience with the agency's mission, core values and inclusive collaboration. This position will work directly from our Richmond office. DHR offers a rewarding work experience and a great working culture. This critical position is accountable for organizing, administering and monitoring a combination of state and federal preservation programs that include: Register Program; Highway Markers; State Grants, including Battlefield, Cemetery and miscellaneous preservation; Burial Permits, Certified Local Government Program and three regional offices (Richmond, Salem and Stephens City). The position also serves as a member of the agency's senior management team and is responsible for ensuring the delivery of programs and services at the local level and providing customer centric services in coordination with the agency's other divisions. Responsibilities: supervises a staff of 10 professionals; coordinates the development and implementation of preservation programs and services in close consultation with staff and other divisions; ensures assigned preservation programs are administered throughout the state comply with established standards, goals, and objectives, and meet the needs of the agency's clients; creates and monitors budgets and drafts work plans; provides grant oversight; contributes to strategic planning and agency comprehensive plans; ensures professional staff development is available and encouraged; develops and implements policies and procedures; coordinates with the Division of Archaeology on the delivery of services at the regional level; consults with key constituent groups, agency partners, and other DHR divisions to develop a challenging work plan that is responsive to identified statewide and regional needs and to agency goals and priorities; conducts quarterly program assessments and prepares quarterly reports; promotes coordination and collaboration among staff and other divisions; oversees specialized workshops and outreach efforts; maintains and strengthens agency partnerships and seeks opportunities to promote agency's mission through speaking engagements, trainings and publications.

Qualifications Guide

Applicants must meet the Secretary of the Interior's Professional Qualifications Standards in Architectural History, History, Architecture or Archaeology. Comprehensive knowledge of technical and historical values, standards, practices and procedures as they apply to historic sites, buildings, structures, and districts; agency programs, procedures, and policies related to historic preservation issues; applicable state and federal regulations; and, project management methods and techniques. Comprehensive knowledge of Virginia's history, historic resources, and material culture. Strong working knowledge of state and federal preservation programs, guidelines, and laws, and of the operations of a state historic preservation office. Skills in negotiating with multiple customer groups to resolve sensitive issues. Demonstrated ability to apply technical and cultural management and planning principles and practices to several complex preservation programs; to effectively provide strong leadership to professional staff; to manage grants; to develop and maintain budgets; to communicate effectively in writing, orally, and in public forums; to establish effective working relationships with agency staff and partnerships with individuals and organizations outside the agency; to provide effective and timely review of work by others; to plan and prioritize work to meet agency's goals and objectives; to develop short- and long-term objectives; and establish and meet priorities and deadlines. Progressively responsible supervisory and/or administrative experience in historic preservation and archaeological resource management, outreach and educational programs strongly desired. 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. Limited teleworking may be possible. Travel 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, JULY 8, 2022** at <http://jobs.virginia.gov/>

EOE

DHR is an equal opportunity employer who values diversity in the workforce. 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.