



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>DEPUTY DIVISION ADMINISTRATOR, HISTORIC PRESERVATION</b>	<b>42</b>	<b>A</b>	<b>7.868</b>

Under administrative direction, the Deputy Administrator, Historic Preservation, plans, organizes, directs, and manages all program sections within the Historic Preservation Office within the Department of Conservation and Natural Resources.

Act on behalf of the Division Administrator, Historic Preservation Office, in all matters related to division operations, activities and personnel as directed by the Administrator.

Establish goals, objectives, schedules, policies, and procedures compatible with statutory, regulatory, departmental, and divisional requirements; review and approve work plans, budgets and applications for federal grants in accordance with applicable federal laws and regulations.

Establish organizational structures and provide programmatic direction and guidance to achieve objectives most effectively; develop and implement a strategy that gives long term direction to assigned programs; and provide day-to-day programmatic direction and advice to subordinate supervisors in the execution of strategies to attain goals and objectives.

Perform administrative duties that require policy level decisions and provide control of outcome-based objectives including conferring with legislators, executives, officials, and regulatory representatives to negotiate solutions to controversial issues which have policy implications.

Review and approve bills, contract payments, grant reimbursements, and travel claims in accordance with contracts, goods received and policies and regulations to ensure spending is according to State requirements and authorized levels.

Plan, organize and direct major, complex statewide land use and cultural resource protection programs to ensure compliance with federal and state laws, rules and regulations associated with historic preservation planning and use of State or federally managed cultural resources.

Lead budget development for assigned areas of responsibility by recommending operational needs and other pertinent cost factors; attend finance, staff, and status meetings; assist with managing budget spending to ensure that expenditures do not exceed authorized budgets and actual revenue.

Direct and manage subordinate staff to include preparing written performance evaluations; establish work performance standards; manage programs and provide programmatic direction to uphold the department's standards of performance.

Represent the agency and department at meetings and hearings; represent the State's position on historic preservation, management and resource issues on committees and commissions.

Assist with the development of, or response to, proposed legislation affecting the agency including fiscal notes, bill draft requests and developing and providing testimony on behalf of the division.

Provide technical assistance to staff, committees, groups, and the public.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

#### **SPECIAL REQUIREMENT:**

- \* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited university in history, architectural history, historic preservation, art history, archaeology, anthropology, cultural geography or closely related field and four years of professional experience performing historic preservation work in archaeology, architectural history, history, or planning; two years of which must have included supervising professional level staff; **OR** Bachelor's degree from an accredited college or university in history, architectural history, historic preservation, art history, archaeology, anthropology, cultural geography or closely related field and five years of professional experience as described above; **OR** two years of experience as a Historic Preservation Specialist III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement*)

**ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES** (required at time of application):

**General knowledge of:** principles, practices, and methods of effective management; program development and implementation; historic preservation and cultural resource management practices. **Ability to:** develop, review, monitor, and monitor budgets; apply management and conflict resolution techniques to complex cultural resource management and historic preservation; plan, organize, direct and control statewide programs related to cultural resource management; establish and maintain effective working relationships with federal, State, local, and private agencies and individuals; represent the division and act on behalf of the Administrator; communicate effectively both orally and in writing; prepare concise, logical and analytical reports; interpret and explain complex and sometimes conflicting policies, procedures, laws and regulations; supervise and evaluate the performance of assigned personnel including supervisory, professional, technical and support staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** federal, State, county and municipal laws and regulations governing Nevada cultural resources, cultural resource management and historic preservation; Nevada State personnel, budget and purchasing rules and regulations; Nevada cultural resource management practices. **Ability to:** direct and deploy division resources within authorized staffing and budgetary limitations; make decisions and establish priorities; interpret and enforce department and division policies and procedures; identify relevant concerns, factors, patterns or operation, tendencies and relationships and draw logical conclusions.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED: 2/26/24UC  
10/1/23R