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Deputy Director

Division of Environmental Protection  
Division of Water Resources  
Division of Forestry  
Division of State Parks  
Division of State Lands  
Division of Natural Heritage  
Division of Outdoor Recreation



State Historic Preservation Office  
Conservation Districts Program  
Sagebrush Ecosystem Program  
Off-Highway Vehicles Program  
Conserve Nevada Program

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## **Nevada Department of Conservation and Natural Resources**

### **UNCLASSIFIED JOB ANNOUNCEMENT Posted – October 14, 2024**

#### **Administrator, Office of Historic Preservation State Historic Preservation Officer**

#### **RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Director of the Nevada Department of Conservation and Natural Resources (NDCNR).

#### **AGENCY RESPONSIBILITIES:**

The mission of the Department of Conservation and Natural Resources is to protect, manage, and enhance Nevada's natural, cultural, and recreational resources. With over 900 employees, NDCNR consists of the Director's Office and the following divisions and standalone programs: Environmental Protection, Forestry, State Lands, State Parks, Water Resources, Outdoor Recreation, Natural Heritage, Historic Preservation, Off-Highway Vehicles, Sagebrush Ecosystem, and Conservation Districts.

The Office of Historic Preservation encourages the preservation, documentation, and use of Nevada's cultural resources, and educates the public about the importance of Nevada's cultural heritage, so Nevada's historic and archaeological properties are preserved, interpreted, and reused for their economic, educational, and intrinsic values.

#### **APPROXIMATE ANNUAL SALARY:**

Up to \$138,385 plus benefits \* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

**BENEFITS:**

The State of Nevada offers an excellent benefits package that includes health, dental and vision insurance, participation in the Public Employees Retirement System (PERS), accrual of 15 days of annual and 15 days of sick leave, 12 paid holidays, and no city, county, state, or social security tax!

**POSITION DESCRIPTION:**

This position serves as the State Historic Preservation Officer for the Nevada Office of Historic Preservation, administering Nevada's historic preservation program as mandated by the Historic Preservation Act of 1966 and supervising the staff of the Division. This involves preservation planning, work with community organizations, assistance to state agencies and local governments, review of federally funded projects for their impact on cultural resources, assistance for those seeking federal historic preservation tax credits, administering the National Register of Historic Places Act, and administering grant programs related to historic preservation.

The State Historic Preservation Officer is/will:

- Responsible for leading, planning, directing, and coordination of the activities of the Office of Historic Preservation in compliance with the Historic Preservation Act of 1966 and in support of the NDCNR's strategic focus of economic and community development.
  - Consult with and advise organizational and state leadership on Nevada's historic preservation program and initiatives.
  - Lead statewide historic preservation planning activities by working with private non-profit organizations, professionals in the preservation community, community organizations, local government, and state agencies to set the course for historic preservation in Nevada.
  - Evaluate and ensure that state annual plans reinforce the statewide plan and are in compliance with federal requirements; monitor survey activities and ensure that the results are used in statewide and community historic preservation planning efforts.
  - Monitor the preparation of National Register nominations, the Certified Local Government Program, and provisions of Nevada's Local Historic Districts Statute.
  - Ensure the review of federally funded projects for their cultural impact is carried out in an effective, timely, and fair manner.
  - Negotiate appropriate mitigation measures and memoranda of agreement with outside agencies on complex projects involving impacts to cultural resources.
  - Oversee monitoring of preservation covenants and oversee appeals from local historic district commission actions.
  - Ensure the grant application, selection, and award process is fair; ensure funds are spent and accounted for in an appropriate manner and that resulting agreements to preserve historic resources are monitored.
  - Monitor the review of historic tax credit projects; monitor staff review of historic district study reports, local historic district ordinances, and certified local governments.

- Establish and maintain effective working relationships with businesses, organizations, and government officials to develop and enhance the advancement of this program.
- Oversee the functions of the Comstock Historic District Commission.
- Work with partners, state agencies, the Comstock Historic District Commission, and others to implement preservation programs in Nevada.
- Manage the administrative functions of the Office of Historic Preservation and its staff.
  - Select and assign staff, ensuring equal employment opportunity.
  - Set expectations and objectives for staff, ensuring staff activities support the annual objectives of the work program and produce quantifiable results; monitor the use of computer programs, contracts, and other methods to work more effectively.
  - Provide guidance and direction to staff.
  - Develop policies and procedures for the Division and recommend program changes.
  - Ensure proper labor relations and conditions of employment are being maintained.
  - Prepare and monitor budgets for the Division.
  - Identify staff training and obtain such training as needed.
- Develop and promote public education within the State of Nevada surrounding historic preservation resources and programs.
  - Through public speaking, writing and participation in statewide and regional groups, convey to the public the value of historic preservation and the tools and techniques available to achieve it.
  - Represent the State's position on historic preservation in Nevada.
  - Facilitate community efforts to encourage historic preservation and resolve preservation issues.
  - Meet with legislators and other leaders who are concerned about historic preservation standards and the effects of the environmental review process.

The State Historic Preservation Officer is the appointed representative of the Director of the NDCNR and will be authorized to assume, on behalf of the State, the obligations imposed by the National Historic Preservation Act (the Act), by the applicable regulations implementing the Act, and by the terms and conditions of Historic Preservation Fund Grants. This position reports to one of the NDCNR Deputy Directors.

**TO QUALIFY:**

Pursuant to Nevada Revised Statutes (NRS) 383.031 the Administrator must possess the following qualifications:

1. Must have at least two years of professional experience as a manager or program/staff specialist or equivalent experience.
2. The preferred candidate will have at least three years senior level/management experience in a historic preservation program either in a state historic preservation office, the National Park Service, a state or national preservation organization, or a certified local government.
3. Must have an advanced degree in history, archeology, architectural history, historic preservation or a related field or in public administration with course work and experience in one of the fields of historic preservation and archeology.
4. The preferred candidate will have experience that aligns with one or more areas within the [Secretary of the Interior's Professional Qualification Standards for Archeology and Historic Preservation](#).
5. Must possess the following Knowledge, Skills, and Abilities:
  - a. Proven ability to supervise, write (in English), speak (in English), edit, teach, organize, define issues, analyze programs, propose solutions, negotiate, facilitate, and execute independent judgement.
  - b. Knowledge of federal historic preservation programs, the Secretary of the Interior's Standards, and national preservation organizations.

**POSITION LOCATION:**

Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**TO APPLY:**

**Please submit a resume, letter of interest, and three professional references to:**

[dcnrhr@dcnr.nv.gov](mailto:dcnrhr@dcnr.nv.gov) Subject: SHPO Administrator

OR

Department of Conservation & Natural Resources

Attn: HR Officer

901 S. Stewart St., Ste 1003

Carson City, NV 89701

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*