



STATE OF COLORADO  
invites applications for the position of:

# Preservation Planner

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver Metro, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1200 Broadway, Denver, CO 80203

**SALARY:** \$3,958.33 - \$4,170.00 Monthly

**OPENING DATE:** 06/20/18

**CLOSING DATE:** 07/15/18 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



## HISTORY *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan](#) or [PERA Defined Contribution Plan](#) plus 401K and 457 plans

[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12-16 hours of vacation and 6.66 hours of sick leave a month

Discounted [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more

**HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.**

**DESCRIPTION OF JOB:**

This position assists the State Preservation Planning Manager in administering the Certified Local Government (CLG) and Centennial Farms and Ranches programs, with additional support to the Roadside Marker program as well as other unit responsibilities as necessary, both independently and as part of a team.

**Coordinate Certified Local Government Program**

Serve as the primary point of contact for the Certified Local Government program (CLG). Provide technical training, advice and support to CLGs through workshops, presentations, and one on one interaction. Collect, review and consolidate statistical reports for all CLGs on an annual basis. Conduct evaluations with each CLG on a quadrennial basis. Serve as liaison to National Park Service on CLG Program. Provide CLG grant outreach and conduct the CLG grant application, review, and award process; manage individual grant projects. Recruit and develop new CLG communities.

**Administer the Centennial Farms and Ranches Program**

Review Centennial Farms and Ranches nominations and make determinations of eligibility. Develop, schedule and coordinate annual Centennial Farms and Ranches Ceremony in conjunction with the Department of Agriculture and the Colorado State Fair. Ensure event publicity and production of certificates, signage and announcement/graphic presentations. Serve as contact for Centennial Farms and Ranches Families.

**Oversee Roadside Marker Program**

Work toward increased capacity in organizing and maintaining data on the location, subject, text, style and physical condition of all roadside markers owned by History Colorado. Set and update list of priorities for edit, repair and replacement. Manage funds provided for the program and collaborate with Facilities Division to provide upkeep, maintenance and replacement of signage as needed.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

- The person holding this position must meet the Professional Qualification Standards in Federal Regulations 36CFR61 Appendix A for one of the preservation disciplines-History, Archaeology, Architectural History, Architecture or Historic Architecture.
- This position involves the ability to interpret and administer complex Federal preservation law as well as the ability to engage in analytical thinking and judgment. This position also requires possession of a broad body of knowledge gained through an advanced degree as well as years of professional experience.
- Ability to work with volunteers and interns.

**Successful candidate must pass a criminal history background check prior to hire.**

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Online application is the preferred method of applying for this position.

**DEPARTMENT CONTACT INFORMATION:**

Dany.McCoy@state.co.us

**METHODS OF APPOINTMENT:** This position is not part of the classified state personnel system.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #GCA-08104-6\_18  
PRESERVATION PLANNER  
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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