



STATE OF COLORADO  
invites applications for the position of:

# Preservation Planning Coordinator

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:** \$4,500.00 - \$5,000.00 Monthly

**OPENING DATE:** 09/03/19

**CLOSING DATE:** 09/17/19 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 located near 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 hours of vacation and 6.66 hours of sick leave a month

Free [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:**

The Preservation Planning Coordinator administers the Colorado operations of the National Register of Historic Places (NRHP) and the Colorado State Register of Historic Properties; oversees the Historical & Architectural Survey program; supervises the Certified Local Government (CLG) Program and ensures the success of Centennial Farms and the Roadside Marker Programs.

**Duties****Administration of the National and State Register Programs**

Prepares, reviews, edits and rewrites National Register and State Register nominations. Reviews Historical & Architectural Survey forms and make preliminary and final National Register and State Register eligibility determinations. Schedules and coordinates meetings of the Colorado Historic Preservation Review Board and the State Register Review Board to include generation of official notifications. Participates in public hearings; prepares meeting minutes; and the revision of nominations to incorporate Review Board recommendations. Coordinates the annual appointment of members to the Colorado Historic Preservation Review Board and the State Register Review Board. Attends federal and state agency and community meetings regarding eligibility of cultural resources and give public testimony when necessary. Maintains working knowledge of and interpret and apply the Federal and State regulations for the National Register and State Register programs. Writes and update informational materials and instructions for the preparation of National and State Register nomination. Provides technical information and assistance in preparing of the National Register and State Register nominations and architectural surveys. Answer telephone and mail inquiries regarding the Register programs; creates and/or participates in workshops, lectures or other training activities to educate external partners on the National Register and State Register.

**Supervision of Staff and Maintains the State Preservation Plan**

Trains and supervises the National and State Register Historians, the Certified Local Government Coordinator, and/or the Architectural Survey Coordinator. Works with volunteers, interns and temporary staff. Oversee the development and updating of the long-term statewide historic preservation plan. Organizes and conducts public meetings to collect comments on the state wide plan, writes the final document and disseminates the plan. Broadens Awareness of National & State Register, Architectural Survey, CLG, Centennial Farms and Roadside Marker Programs. Works with the History Colorado education and exhibits team to integrate National Register information in educational programing for future exhibits. Writes articles for *Colorado Heritage*, other publications and social media platforms as requested. Creates and maintains educational publications related to the National Register and State Register and local preservation commissions.

**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. Experience in historical researching and writing is required.

Cultural resource management, preservation commission experience or historic preservation administration is desirable.

Supervisory experience is desirable.

A valid Colorado driver's license is required throughout the period of employment, and/or the ability to travel around the state.

A pre-employment criminal background check will be conducted as part of the selection process. Felony conviction or convictions of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position.

**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 is the preferred method of applying for this announcement.

**DEPARTMENT CONTACT INFORMATION:**

Dany.mccoy@state.co.us

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

---

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

Position #GCA-09270-08-19  
PRESERVATION PLANNING COORDINATOR  
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

---

**Preservation Planning Coordinator Supplemental Questionnaire**

- \* 1. What is the role of historic preservation in the 21st century? How does National Register fit in that role?
  
- \* 2. How would you engage the public around the National Register?
  
- \* 3. Describe how significance and integrity operate in terms of historic properties.
  
- \* Required Question