

Natural Heritage Trust Employment Announcement

Title:	Historic Preservation Technical Specialist
Agency:	Natural Heritage Trust
Agency Assignment:	NYS Office of Parks, Recreation and Historic Preservation
Location:	Peebles Island State Park
Compensation:	\$66,000 and benefits package
Work Schedule:	Full-time, 37.5 hour week; Monday-Friday

Organizational Backgrounds

The Natural Heritage Trust (NHT) is a New York State public benefit corporation. Established in 1968, the NHT's mission is to receive and administer gifts, grants and other funds to further public programs for parks, conservation and historic preservation purposes of the State of New York. The NHT is governed by a four-member Board of Directors comprised of the Commissioner of the Office of Parks, Recreation and Historic Preservation, the Chair of the State Council of Parks, the Commissioner of the Department of Environmental Conservation, and the Secretary of State.

The Office of Parks, Recreation and Historic Preservation (OPRHP) is a state agency within the New York State Executive Branch that is responsible for the care and management over 215 Parks and Historic Sites. Collectively, these public facilities provide both residents and visitors access to natural, historic and scenic resources with opportunities for outdoor recreation and places to learn about New York's rich cultural heritage.

This position will be in the Incentives & Planning Unit, Community Preservation Bureau, Division for Historic Preservation, at Peebles Island State Park.

The selected candidate for this position will be an employee of the NHT with work conducted under the supervision of OPRHP Community Preservation Bureau, Division for Historic Preservation, Albany/Peebles Region.

Description of Duties

The Historic Preservation Technical Specialist implements the program areas within the Incentives & Planning Unit. Program areas include OPRHP Environmental Protection Fund Historic Preservation Grants, Historic Homeownership Rehabilitation Credits, Federal Historic Preservation Fund and Maritime Heritage Grants, and other outreach and public engagement including the annual NY Statewide Preservation Conference.

Specific Duties:

- Technical review of Environmental Protection Fund historic preservation grant applications; including facilitation of ratings, review of construction documents and payment requests, coordination with the OPRHP main office and regional grants administrators and working directly with existing and potential grant applicants.
- Technical review of Historic Homeownership Rehabilitation Credit applications; including working with the public and their contractors to facilitate success applications and presenting public information about the credit program.

- Federal grant administration: including facilitation of applications and reporting for the Historic Preservation Fund and other grant programs providing funds to DHP or DHP sponsored entities.
- Collaborate with and provide support to local and regional preservation non-profits on preservation issues.
- Development and expansion of traditional trades programing opportunities in NYS.

Qualifications

Required:

A Master's degree in Architecture, Historic Preservation/Restoration, Preservation Planning, or Structural Engineering, AND two years of experience in a technical or professional capacity working with historic preservation projects. Experience with Section 106 and/or Federal Investment Tax Credit Programs preferred.

Substitution:

A Master's in a related field and a minimum of two years' experience in cultural resource management, grants administration, building conservation, or historic preservation.

Preferred:

All candidates should possess:

- Strong written and verbal communication skills
- Proficiency with technology
- Understanding of state and federal preservation laws and familiarity with the Secretary of the Interior's Standards

Additional Comments

NHT is committed to building and encouraging an inclusive workplace that strives for respect and promotes and values diversity. We believe that organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective, or any other trait that makes an individual unique, are proven to be better organizations. Please consider joining the team as we work together to build a welcoming workplace where employees recognize their unique characteristics, skills, and experiences are respected, valued, and celebrated.

To support our employees, NHT provides a generous benefits package similar to what is offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (14 paid holidays as well as paid vacation, sick, and personal leave); a comprehensive health insurance program including medical, prescription drug, dental, and vision plans; and membership in the NYS Employees Retirement System. Additionally, employees may be eligible for partial remote work schedules.

How to Apply

Applicants must submit a cover letter and resume via email: christina.vagvolgyi@parks.ny.gov.

Deadline: COB, November 15, 2024

Contact: Christina Vagvolgyi, Senior Historic Site Restoration Coordinator
NYS Office of Parks, Recreation and Historic Preservation
christina.vagvolgyi@parks.ny.gov

It is the policy of the State of New York and NHT to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service, member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception. The NHT is an equal opportunity/affirmative action employer.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide their current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.