**Job Opening**
**Historical Preservation Specialist 1**

**Department:** Housing, Economic Development & Commerce  
**Division:** City Planning  
**Exempt/Non-Exempt:** Non-Exempt  
**Union/Management:** Union  
**Full-Time/Part-Time/Seasonal:** Full-Time  
**Workweek:** 37.5 hours per week  
**Salary:** $45,000 - $50,000 – Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a qualified, dynamic, and motivated Historical and Preservation Specialist 1 to support the Department of Housing, Economic Development, and Commerce – Division of City Planning. The ideal candidate will perform scientific work including field and office studies by conducting surveys to identify historic and archaeological resources.

**Job Duties:**

- Reviews local, county, state, and federally funded, sponsored, or licensed projects to determine the effect of the project on cultural resources, and if appropriate recommend mitigation or avoidance measures by state and federal law.
- Reviews and assesses Environmental Impact Statements, received from the environmental and historic preservation consultants, under the requirements of New Jersey Statutes and federal law.
- Conducts field investigations of proposed projects to assess the potential for impacts on historic properties.
- Collects and evaluates technical, and scientific data to be used to provide solutions to historic preservation problems.
- Works with appropriate personnel to minimize adverse effects to historic properties or develop new treatments that meet the Standards for the Treatment of Historic Properties.
- Researches, prepares and revises routine State/National Register nomination applications including conducting field investigations of the site.
- Reviews routine cultural resource surveys before entry into the NJ Historic Sites Inventory.
- Locates and identifies historic sites and districts utilizing available Geographic Information Systems databases and uses this information in eligibility analysis, nominations, reports, and cultural resource reviews.
- Provides assistance and consultation to State and local law enforcement agencies in providing for the protection of certain publicly owned archaeological findings and archaeological sites, under P.L.1983, c.324 and Title 23, Title 27, Title 40, and Title 58 of the Revised Statutes.
• Conducts inspections of historic properties or archaeologically sensitive areas for which there is a historic preservation easement or restrictive covenant.
• Monitors historic preservation easements for compliance with state and/or federal guidelines.
• Investigates complaints of violations of state and federal historic preservation law.
• Participates in or assists in conducting public hearings for nominations to the New Jersey and National Register of Historic Places and/or project reviews pursuant to State and federal guidelines.
• Assists in collecting information and developing recommendations for revisions to State statutes, including but not limited to New Jersey Register of Historic Places Act, Highlands Preservation Act, Green Acres, Garden State Preservation Trust, Freshwater Wetlands Act, Waterfront Development Act, Coastal Areas Facilities Review Act, Pinelands Preservation Act, and their associated rules.
• Assists in implementation and compliance with the Open Public Records Act.
• Prepares notification of intent to nominate properties to the State/National Serves as staff to the NJ Historic Sites Council and the NJ State Review Board for Historic Sites.
• Serves as liaison for the NJ Historic Trust, and/or other historical, educational, and social groups.
• Participates in project meetings with planning, design, and construction personnel.
• Meet with citizens, public officials, and others on historic preservation matters.
• Identifies and labels Universal Transverse Mercator (UTM) coordinates on the US Geological Survey maps for State/National Register nominations.
• Organizes, maintains and retrieves cultural resource data from the NJ Historic Sites Inventory, State and National Register, project-specific surveys, and office library.
• Performs other duties as assigned.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Educational Background: Graduation from an accredited college or university with a Bachelor’s Degree in American Studies, Anthropology, Archaeology, Architecture, Landscape Architecture, Architectural History, History, or Historic Preservation.

Preferred Experience: One (1) year of experience in historic site surveying, historic preservation planning, or any combination of the following: detailed investigation of historic structures, preparation of historic structures research reports, and/or preparation or review of plans for preservation projects. A Master’s Degree in American Studies, Anthropology, Archaeology, Architecture, Landscape Architecture, Architectural History, History, or Historic Preservation may be substituted for one (1) year of the required experience.
Essential Skills:

- Knowledge of methods and techniques involved in the evaluation of Environmental Impact Statements concerning technical principles.
- Knowledge of principles, objectives, standards, and techniques of historic preservation.
- Knowledge of methods/techniques used to evaluate proposed alterations to historic properties.
- Knowledge of principles, technical methods, procedures, and purpose of architectural and/or archaeological survey.
- Knowledge of the Open Public Records Act.
- Knowledge of the National Register Program.
- Knowledge of principles, standards, and techniques used in historical research/writing.
- Knowledge of photographic techniques.
- Ability to learn about Geographic Information Systems to identify and map sites and/or districts.
- Ability to learn to read and understand architectural/engineering plans and specifications.
- Ability to learn about New Jersey history, architecture, archaeology, or cultural resources.
- Ability to learn about state laws, rules, and regulations relevant to historic preservation and cultural resource management.
- Ability to learn about responsibilities, programs, standards, policies, and procedures relevant to cultural resource management and historic preservation.
- Ability to conduct research utilizing original, primary, and secondary source materials to prepare National Register nominations and interpretive materials.
- Ability to provide information/assistance to the public concerning programs and basic historic preservation issues.

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our Employment Application.

Please note that this role is subject to the residency requirements set forth by NJ First Act.