

## Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

## About the Tennessee Historical Commission:

The mission of the Tennessee Historical Commission is to encourage the inclusive diverse study of Tennessee's history for the benefit of future generations; to protect, preserve, interpret, operate, maintain, and administer historic sites; to mark important locations, persons, and events in Tennessee history; to assist in worthy publication projects; to review, comment on and identify projects that will potentially impact state-owned and non-state-owned historic properties; to locate, identify, record and nominate to the National Register of Historic Places all properties which meet National Register criteria, and to implement other programs of the national Historic Preservation Act of 1966 as amended.



## Tennessee Historical Commission Historic Preservation Specialist Architectural Survey Coordinator Annual Salary Range \$40,380 – \$64,620

The Tennessee Historical Commission, the State Historic Preservation Office, is pleased to offer an opportunity to support the agency's mission to protect and preserve historic sites and other functions of the agency. The position is responsible for surveying and managing architectural survey data, with a focus on surveying for the Certified Local Government (CLG) program. This is one of two positions working on the state's federally mandated architectural survey program. This position is also responsible for administering preservation grants and providing technical assistance. Daily work includes assisting with survey projects in communities statewide, reviewing grant projects, developing survey priorities, processing digital survey data, and working with the public.

Preferred candidates will have a strong knowledge of Tennessee and vernacular architecture, the *Secretary of the Interior's Standards*, and GIS. The preferred candidate will have a master's degree in historic preservation or a bachelor's degree in historic preservation with two years of experience. Day and overnight travel throughout the state will be required as needed. To apply for this position please visit: <http://www.tn.gov/careers>.

### Highlighted Responsibilities:

- Provide technical expertise and guidance to the public on the state survey program.
- Work with the other program areas, especially CLG and Review and Compliance sections, to streamline the collection and processing of digital survey data.
- Responsible for speaking to groups and individuals throughout the state about the survey and CLG programs.
- Collect updated GIS and architectural survey data with a digital survey application and trains others on its use.
- Administer preservation grants and provides technical assistance throughout the grant cycle.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*