



OHIO HISTORICAL SOCIETY  
JOB VACANCY POSTING

**The Ohio Historical Society's mission is “Spark Discovery of Ohio History!”  
We help people connect with Ohio's rich past to understand the present and create a better future.**

## **Project Reviews Manager**

Assess the effects of federally, state, and locally assisted projects to historic properties, pursuant to Sections 106 and 110 of the National Historic Preservation Act and Section 149.53 of Ohio Revised Code; advise and educate agency staff and others about the Section 106 review process; and maintain computer and paper records.

### ***Illustrative Examples of Work:***

Analyze project documentation to determine the eligibility of historic properties for listing in the National Register of Historic Places and to provide comments and recommendations for the purpose of surveying and identifying historic properties. Review surveys, data recovery plans, maps, drawings, photos, and other technical documentation in order to assess effects of projects to historic properties. Synthesize review results and clearly communicate the outcome in writing, meetings, and other communication media. Make site visits to evaluate effects of proposed projects on historic properties. Negotiate agreements to avoid or mitigate adverse effects to historic properties. Review and comment on federal and state regulations. Review state and local projects to assess impacts to historic properties. Create and provide education and assistance to federal, state, and local agencies, individuals, companies, and organizations, including workshops and conference sessions.

### ***Essential Duties and Responsibilities***

Ability to communicate effectively, both orally and in writing, with a wide range of preservation constituents in both the public and private sectors. Basic mathematical skills with the ability to apply mathematical concepts to practical situations. Ability to use Microsoft Office software or the equivalent, including spreadsheet, database, and word processing applications. Ability to use Windows and Windows-based PCs and peripherals. Ability to implement, plan, and critically evaluate research. Ability to review, understand, and interpret a variety of technical data, such as engineering drawings and specifications, primary and secondary research sources, and maps. Ability to use Geographic Information System software.

### ***Work Environment***

Normal office environment. Occasional evening or weekend work. Work may be stressful at times. Requires ability to travel, sometimes with overnight stays. Work may involve attendance at public meetings and site visits, as well as occasional archaeological investigation and monitoring.

### ***Qualifications***

A graduate degree in archaeology, anthropology, or a closely-related preservation field, or its equivalent in education and experience, plus a minimum of four years' work experience in a professional capacity in the relevant discipline, or must meet the professional qualifications standards in 36 CFR 61, Appendix A. Familiarity with the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, as well as other federal historic preservation laws, regulations, and guidelines.

### **Note:**

All interested applicants should submit a professional cover letter with salary requirements, resume and completed OHS application to: [applicant@ohiohistory.org](mailto:applicant@ohiohistory.org) or fax to Human Resources at 614-297-2293.

Position will remain open until filled.