

Missouri Department of Transportation

Code: R06684

Title: Assistant Historic Preservation Manager

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date 04-01-2006

Replaces (Effective Date) 01-01-2005

General Summary The assistant historic preservation manager is responsible for coordination of archaeological investigations and oversees the production of technical reports. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Master's Degree: Anthropology, Historical Architecture, or related field. Waiver of the master's degree requires approval from the Human Resources Director - Central Office.
Five years of experience in historic preservation studies, including at least two years in a supervisory or project director role.

Supervisory Responsibilities Full Supervision

Location Central Office - Design

Special Working Conditions/Job Characteristics Job requires occasional, statewide, and out-of-state overnight travel.

Examples of Work

- (1) Tracks departmental project timelines and monitors the status of archaeological investigations to make certain that no project is delayed due to not having historic preservation laws clearance; monitors departmental compliance with appropriate state and federal laws.
- (2) Communicates with other groups within the department and external groups about department archaeological activities and responsibilities.
- (3) Determines if department's historic preservation staff has the correct training, equipment and resources necessary to complete their work in a safe and timely manner.
- (4) Conveys to assigned staff department's priorities and objectives; verifies that staff are coordinating and communicating within the department including external groups.
- (5) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (6) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.