



HISTORICAL
RESEARCH
ASSOCIATES, INC.



Job Description

Job Title:	Research Architectural Historian (Temp Pool)
Incumbent:	
Classification:	
Reports to:	Senior Architectural Historian
Date Reviewed:	Tuesday, February 13, 2018

Summary

The Research Architectural Historian performs a wide range of project-based research tasks in architecture, historic preservation, and cultural resources management. The nature of the work involves but is not limited to Section 106, 36 CFR Part 800 – Protection of Historic Properties, Cultural Resource Management principles, and practices.

Essential Functions

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Conduct background research, online and in available research libraries, collections, and facilities and document results within professional standards for references and bibliographies.
- Conduct appropriate fieldwork, including photographing historic properties and noting architectural details and other appropriate characteristics, and documenting results within professional standards.
- Maintain knowledge of SHPO's electronic surveys and inventory forms in multiple states, with an emphasis on Oregon and Washington; ability to quickly learn other federal, state, and local agency processes essential.

- Evaluate the integrity of historical buildings and structures based on National Register of Historic Places criteria, knowledge of architectural history, published materials, and archival materials and writing detailed architectural or engineering descriptions using appropriate terminology.
- Perform duties on multiple simultaneous projects with possible conflicting deadlines.
- Perform all project tasks within scope, budgetary and schedule constraints, and according to professional and HRA/NLURA's standards.
- Travel as needed to perform project and/or company related tasks.
- Prepare, enter, and use research data in computerized databases.
- Maintenance of a driver's license and appropriate driving record and the ability to operate a passenger vehicle and light truck.
- Maintain excellent communication and foster a collaborative working environment with all departments and offices.
- Maintain regular attendance and timeliness.
- All other duties as assigned.

Required Education and Experience

Familiarity with National Register of Historic Places criteria and working knowledge of the Secretary of the Interior's Standards for the Treatment of Historic Properties is required. Must meet the Secretary of the Interior's Professional Qualification Standards for architectural history, which requires either

- a Master's Degree in architectural history, historic preservation, or a closely related field, with coursework in American architectural history; or
- a Bachelor's degree in architectural history, art history, and historic preservation or in closely related field and including coursework in American architectural history, and five years of full-time experience in research and writing concentrating on historic preservation and/or architectural history.

Preferred Education and Experience

Knowledge of Section 106 and state and local register criteria and statuses and experience in landscape history and architecture and/or cultural landscape experience preferred.

Skills

Strong knowledge of architectural history and styles in the United States and ability to describe them in clear, narrative prose; experience working with survey and inventory methods of recordation and evaluation (specifically, National Register bulletins pertaining to historic preservation and State Historic Preservation Office-generated forms).

Supervisory Responsibilities

This position has no supervisory responsibility.

Work Environment

This position frequently operates in a professional office environment and uses standard office equipment. Occasionally this position is required to work outdoors in a fieldwork setting where moderate exposure to weather elements, dirt, dust, unpleasant smells, and/or loud noises are possible. Fieldwork may be conducted anytime during the year and under any weather condition.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to communicate and converse with employees and clients, maintain a stationary position (standing and sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods of time. The worker may be required to operate in close quarters, crawl spaces, small rooms, and narrow aisles and passageways.

This position requires the ability to stand to lift boxes up to 50 pounds and possess the visual acuity required to accurately observe and describe historic characteristics.

Position Type

This is an on-call, seasonal position. Days and hours of work are generally Monday through Friday, 8:00 am to 5:00 pm but is flexible based on need. Evening and weekend work may be required as duties demand.

Affirmative Action (AAP/EEO statement)

HRA/NLURA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Disclaimer

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with our without notice.

I have read and I understand these duties and responsibilities.

Signature:	
Print Name:	
Date:	