

**Historic Augusta, Inc.
Preservation Services Director
Partners in the Field Program in partnership with the National Trust for Historic Preservation**

Job Description
(revised 5/6/08)

Brief Description

The mission of Historic Augusta, Inc. is to preserve historically or architecturally significant structures and sites in Augusta and Richmond County, Georgia. The goal of Historic Augusta's Partners in the Field program is to incorporate historic preservation planning and practices into the mainstream of area development in urban, suburban and rural areas of Greater Augusta.

Historic Augusta's Preservation Services Director will provide technical services in the field for a diverse array of historic resources in Augusta, Georgia and the surrounding area. As the leader in the field of historic preservation in the region, through this program we hope to increase field services in Augusta-Richmond County, which is our primary area of concern, but also to offer technical assistance in the surrounding counties in Georgia and South Carolina.

The PSD will report directly to the Executive Director of Historic Augusta, Inc., and will carry out the program of services that have been developed under a three year contract with the National Trust for Historic Preservation through their Partners in the Field initiative.

Education and Experience

The ideal candidate will have a bachelor's degree at a minimum, master's degree desirable, in the fields of historic preservation, architecture, architectural history, environmental design, landscape architecture, construction management, real estate or a related field, with a demonstrated interest and solid grounding in historic preservation through professional or avocational activity. A minimum of two years of working with real estate development is highly desirable. Ability to work with committees, boards and the general public is a must.

A solid grounding in architectural history, construction techniques, typical preservation issues related to building deterioration, use of historic and substitute materials and other issues generally encountered when dealing with the preservation of historic buildings will be an asset. Familiarity with the Secretary of the Interior's Standards for Historic Preservation Projects, as well as design guidelines in general will be required. Knowledge and basic understanding of the National Historic Preservation Act, with amendments, and the provisions of Section 106 of that Act are also important for fulfilling the role of the PSD as an advisor to the general public.

Duties

The Preservation Services Director will work under the direction of the Executive Director to provide on-the-ground field services to promote historic preservation activity in Augusta and the Central Savannah River Area. Initially, this position will be funded by a three-year matching grant from the Robert W. Wilson Charitable Trust through the National Trust for Historic Preservation, and the PSD will therefore be responsible for meeting goals and expectations as set forth in an agreement between the National Trust and Historic Augusta, Inc.

Specific duties include, but are not limited to:

- Develop partnerships and provide technical assistance to local governments, nonprofit organizations, neighborhood associations, corporations, small businesses and individuals in finding workable solutions for preserving historic properties in Augusta and the Central Savannah River Area.
- Assisting with applications for National Registration, funding requests, tax incentives, historic resources surveys, local historic district designation and other programs that provide the basic planning tools required for many historic preservation programs. With direction from the Executive Director these services will sometimes be provided by Historic Augusta on the basis of a fee-for-services rendered. This will be considered a part of the duties of the Preservation Services Director.
- Carry out specific projects identified by Historic Augusta, Inc. through its Historic Properties Committee, including but not limited to:
 - Following up on all properties included in its Endangered Properties Lists, which are announced each year in September.
 - Assisting the committee with Historic Augusta's revolving fund activities by helping to identify appropriate properties that can be secured when deemed appropriate.
 - Carrying out and overseeing the work to complete a historic resources survey of the Harrisburg-West End Historic District which has been approved for a Certified Local Government (CLG) grant to the City of Augusta.
 - Planning periodic workshops and conferences aimed at educating the public about preservation issues and opportunities.
- Under the direction of the Executive Director carry out monitoring responsibilities for protective covenants and easements that are held by Historic Augusta, Inc., including any new easements or covenants that are acquired in the future.
- Development of policies for procedures to deliver field services in Augusta-Richmond County, and for providing the same in the surrounding counties in Georgia and South Carolina.
- Work with Historic Augusta's Awards Committee to nominate and select annual awards that are generally given for outstanding historic preservation activities at the organization's annual meeting.
- Regular attendance and monitoring of the activities of the Augusta Historic Preservation Commission.
- Develop tools for Historic Augusta's website that can be used to assist owners of projects with specific information and links to important preservation information sites.
- Answer questions related to preservation issues via telephone, email, site visits or other forms of communication and delivery, and to offer assistance and advice as requested, under the direction of the Executive Director.

Responsibilities to the National Trust

The Preservation Services Director will be an employee of Historic Augusta, Inc. However, due to obligations incurred by Historic Augusta in its agreement with the National Trust for Historic Preservation, certain duties that will be required to comply with said agreement will be the responsibility of the Preservation Services Director, in consultation with the Executive Director. The PSD will be expected to attend training sessions and other project related meetings as requested by the National Trust Regional Office staff and Statewide and Local Partners staff. There will be an obligation for co-branding in the agreement which will be carried out by the PSD and Historic Augusta, Inc. A system for

tracking, measuring and reporting field service activities and achievements will also be required as outlined in the agreement. A national network of field service representatives will also be established by the National Trust, in which Historic Augusta's PSD will be expected to be an active participant.

General Information

Coordination with all staff members of Historic Augusta, as well as appropriate Trustees and members is essential to provide the best field services. Visibility within the organization is essential to developing the long-term sustainability of the Partners in the Field program. The Preservation Services Director will be expected to participate in all Historic Augusta activities with the other staff, unless specifically excused by the Executive Director.

Excellent written and verbal skills are required.

Knowledge and understanding of computer and internet technology is important to carry out the duties of this position.

Salary and Benefits

Starting salary set at \$40,000 for well qualified applicant.

Health insurance allowance, two weeks of paid vacation leave, expenses associated with carrying out normal duties including mileage.

Laptop computer and cell phone provided for official use only.

To Apply

Send resume with cover letter, references and two representative samples of work by June 1 to Erick Montgomery, Executive Director, Historic Augusta, Inc., P. O. Box 37, Augusta, GA 30903.

Erick@historicaugusta.org.