

## Pennsylvania Archaeological Site Survey (PASS) Coordinator

Are you interested in joining a proactive and dedicated team of preservationists, historians, and archaeologists?

### DESCRIPTION of WORK

The Pennsylvania State Historic Preservation Office (PA SHPO) is seeking a Historic Preservation Specialist to work between disciplines and advance SHPO priorities. This position is ideal for a detail oriented and flexible preservation professional with a knowledge of state historic preservation programs. Responsibilities include coordinating [Pennsylvania's Archaeological Site Survey \(PASS\)](#), assisting the PA SHPO administer a new data management system called [PA-SHARE](#); assisting in fulfilling the SHPO's Geographic Information System (GIS) needs; and executing a public outreach and educational plan to offer programs about archaeological resources.

Duties involve the development, processing and management of records pertaining to archaeological historic properties through public outreach and the promotion and facilitation of new archaeological survey and site recordation, research, and evaluation, with the goal of maintaining the integrity of archaeological site and survey information in the SHPO data management system (PA-SHARE) in order to assist the SHPO, other agencies, and the public in evaluating the archaeological resources within the Commonwealth. Interested in learning more?

### REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY

Two or more years of experience working on an architectural survey, an architectural restoration and preservation project or program, and a bachelor's degree in architectural history, American history, art history or course work in Pennsylvania history; or Any equivalent combination of experience and training.

### PREFERRED QUALIFICATIONS

Meet the Secretary of the Interior's Professional Qualification Standards, published in the Code of Federal Regulations, 36 CFR Part 61.

*The commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.*

**APPLY BY February 28, 2021.** All applications must be filed online at <http://www.employment.pa.gov>

For complete position description, salary, and benefits information, and to apply, visit:

<https://www.governmentjobs.com/careers/pabureau/jobs/2970899/pennsylvania-archaeological-site-survey-coordinator?keywords=arch&pagetype=jobOpportunitiesJobs>