



# Illinois Department of Transportation

## Memorandum

---

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 3, 2017

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 4, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, October 18, 2017**. Applications will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM IV

Cultural Resources Specialist  
Bureau of Design & Environment  
Office of Program Development  
Springfield

Attachments  
42111

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, October 18, 2017, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager IV</b>	<b>Salary:</b>	<b>\$5,015 - \$7,085*</b>
<b>Position Title:</b>	<b>Cultural Resources Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-65-306-30-01</b>	<b>IPR#:</b>	<b>42111</b>

---

### Office/Central Bureau/District/Work Address:

Office of Program Development / Bureau of Design and Environment / 2300 S. Dirksen Parkway/Springfield, IL

---

### Description Of Duties:

This position is accountable for coordinating compliance procedures for department projects involving cultural resources with special attention to architectural resources such as historic buildings and bridges. To receive federal funding for departmental projects, cultural resources must be examined in accordance with Section 106 of the Historic Preservation Act of 1966, as amended; and Section 4(f) of the Department of Transportation Act of 1966.

---

### Special Qualifications:

#### Required:

- Must meet Secretary of Interior's Professional Qualification Standards (36 CFR Part 61) for Architectural History, Historic Architecture, Architecture, or History which includes the following requirements:
  - 1) Bachelor's degree in history, architectural history, architecture or historical preservation, or closely related field with coursework in American architectural history, architecture preservation, historic preservation, or restoration architecture
  - 2) Two years of full-time demonstrated experience in the field of architectural history or preservation, historic preservation or restoration architecture
- Valid driver's license
- Occasional statewide and out-of-state travel which may require overnight stays

#### Desired:

- A graduate degree in history, architectural history, architecture or historical preservation, or closely related field with coursework in American architectural history, architecture preservation, historic preservation, or restoration architecture
- Five years of experience in historic preservation, two years of which should include experience managing historic preservation studies and compliance with Section 106 of the Historic Preservation Act and Section 4(f) of the Department of Transportation Act
- Demonstrated ability to manage projects to successful conclusion
- Ability to develop agreement documents (MOA and PA) for mitigating adverse effects to historic properties
- Strong oral and written communication skills

---

### Shift/Remarks:

8:00 a.m. – 4:30 p.m. / Monday – Friday

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	3/14/2017	<b>POSITION:</b>	Cultural Resources Specialist
<b>APPROVED BY:</b>	Maureen Addis	<b>OFFICE/DIVISION:</b>	Office of Program Development/Bureau of Design and Environment
<b>CODE:</b>	PW414-23-65-306-30-01	<b>REPORTS TO:</b>	Cultural Resources Unit Manager

---

***Position Purpose***

This position is accountable for coordinating compliance procedures for Department projects involving cultural resources with special attention to architectural resources, such as historic buildings and bridges. To receive federal funding for Department projects, cultural resources must be examined in accordance with Section 106 of the Historic Preservations Act of 1966, as amended; and Section 4(f) of the Department of Transportation Act of 1966.

***Dimensions***

Number of Programs:	One
Amount of Annual Program:	\$3,000,000
Number of projects Per Year:	500 - 800

***Nature and Scope***

This position reports to the Cultural Resources Unit Manager. While no permanent positions report directly to the incumbent, s/he supervises outside consultants conducting architectural resource surveys, National Register of Historic Places (NRHP) eligibility reports, recordation of historic properties, and related activities and studies. The incumbent, in coordination with the Cultural Resources Unit manager, is responsible for arranging to retain qualified consultants and for the quality of consultants' work.

This position manages those aspects of Departmental projects what may impact architectural resources covered by federal and state historic preservation laws. This management involves hundreds of cultural resource survey requests and requests for determinations of NRHP eligibility submitted by district offices, other Departmental Offices, and local governments. Studies and activities reviewed by the incumbent include the identification of historic properties (districts, buildings, bridges, roads, etc.), analysis of potential project impacts, and the formulation of practical measures to mitigate impacts. The incumbent drafts agreement documents for mitigating adverse effects. The incumbent must have a thorough working knowledge of pertinent federal and state laws and regulations relating to historic preservation, as well as basic grounding in architectural and engineering history. This position entails the routine review of current and proposed historic preservations laws, regulations, directives, and guidelines and requires the formulation of new measures that will aid in blending more effectively the needs of transportation with legal requirements.

The greatest challenge for the incumbent is maintaining a balance between the need of the public and regulatory agencies for the protection of cultural resources, and that of the Department for expeditious environmental clearances for construction projects. Such efforts require an attention to detail, efficient tracking of multiple projects, and the ability to maintain a positive professional rapport with Departmental personnel, as well as federal and state agency staff, county officials, and the general public.

The incumbent personally reviews project submittals for potential impacts to historic properties, clearing some projects while sending others to outside consultants for cultural resource surveys. The incumbent reviews

reports completed by consultants and personally prepares and submits correspondence to the State Historic Preservation Officer (SHPO) at the Illinois Historic Preservation Agency (IHPA) requesting concurrence on findings of eligibility and effect in accordance with Section 106. The incumbent acts as liaison between the Department and the SHPO regarding architectural resources and related Section 106 coordination procedures and schedules. S/He also acts as liaison between the Department and the Illinois Division of the Federal Highway Administration regarding architectural resources and potential Section 106 and Section 4(f) impacts. The incumbent must maintain strong lines of positive communication with SHPO, FHWA, and Department staff. S/He assists Department staff with the National Environmental Policy Act (NEPA) as needed and routinely reviews NEPA report sections pertaining to cultural resource compliance. The incumbent provides historic preservation training for Department staff, county engineers, and others as needed.

The incumbent prioritizes projects and resolves problems in coordination with the Cultural Resources Unit Manager. Complex or particularly sensitive issues are referred to the Unit Manager. In the absence of the Unit Manager, this position will respond to requests for information and/or decisions and will complete compliance and administrative tasks for the Unit Manager as needed. Travel may be required.

The effectiveness of this position can be measured by the timeliness, accuracy, and acceptability of documentation pertaining to cultural resources, and by the timely resolution of compliance problems within his/her area of purview.

### ***Principal Accountabilities***

1. Provides expertise on historic architecture and other cultural resources for all offices and divisions of the Department.
2. Reviews and processes environmental survey requests and eligibility determinations and documentation for projects with potential impacts to historic architecture and other cultural resources subject to protection by federal and state preservation laws.
3. Reviews environmental documents for compliance relative to historic architecture and other cultural resources.
4. Maintains clear understanding of current laws, regulations, directives, etc., and reviews and comments on current and proposed laws, regulations, and guidelines relative to compliance for historic architecture and other cultural resources.
5. Prepares or helps to prepare Departmental directives and guidelines relative to historic preservation laws and regulations. Provides cultural resources training to Department staff and others as needed.
6. Prepares correspondence pertaining to compliance for historic architecture and other cultural resources for the signature by the Cultural Resources Unit Manager and other Department officials as needed.
7. Coordinates project compliance with Cultural Resources Unit Manager, SHPO, FHWA, and Department staff and prepares and processes correspondence and documents concerning cultural resource compliance.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as required or assigned.