

N.C. Deputy Secretary of the Office of Archives and History

JOB CLASS TITLE: Deputy Secretary of the Office of Archives and History

POSITION NUMBER: 60083301

DEPARTMENT: Dept of Natural and Cultural Resources

DIVISION/SECTION: Secretary's Office – Archives, Records and History

SALARY RANGE: \$77,224 – 147,078

SALARY GRADE / SALARY GRADE EQUIVALENT: GN 20

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County



Recruitment Salary: \$77,224 - \$147,078
Position is in Raleigh, NC

****Position is designated as Exempt Policymaking which is subject to disclosure of a Statement of Economic Interest and is Exempt from the State Human Resources Act.****

Learn about our Agency: <https://www.ncdcr.gov/>

Learn about employee perks/benefits: <https://oshr.nc.gov/state-employee-resources/benefits>

The Deputy Secretary of the Office of Archives and History provides managerial and professional work directing divisions/programs within the Office of Archives and History, North Carolina Department of Natural and Cultural Resources. The position reports directly to the Department Secretary and involves high level policy review and policy making decisions. Further, the position is critical in the development of strategic plans for Divisions and the Department. The selected candidate will be responsible for directing six divisions composed of an overall workforce of approximately 650 permanent and 150 temporary employees throughout the state. Work involves overseeing significant programs that include archives and records management; historical publications; historic preservation; archaeology; state history museums; and state historic sites, including Tryon Palace and Battleship North Carolina. Other responsibilities include general supervision of immediate division staff, operations, budgets, human resources, planning, program development, and information dissemination about programs and policies to constituents. The Deputy

Secretary has considerable contact with state and local government officials, stakeholders, the public, and national and state-level historical organizations. The Deputy Secretary of the Office of Archives and History serves as the North Carolina State Historian, North Carolina State Historic Preservation Officer and oversees the State's archaeology and historic preservation program in accordance with the Historic Preservation Act of 1966. The position also serves as Secretary for the North Carolina Historical Commission and as the Chair of the State Historical Records Advisory Board.

The Department of Natural and Cultural Resources' (DNCR) vision is to be the leader in using the state's natural and cultural resources to build the social, cultural, educational, and economic future of North Carolina. Our mission is to improve quality of life by creating opportunities to experience excellence in the arts, history, libraries and nature throughout North Carolina. The Department works to stimulate learning, inspire creativity, preserve the state's history, conserve the state's natural heritage, encourage recreation and cultural tourism, and promote economic development. Our goal is to promote equity and inclusion among our employees and our programming to reflect and celebrate our state's diverse population, culture, and history by expanding engagement with diverse individuals and communities. We encourage you to apply to become a part of our team.

Management Preferences:

Experience in writing historical works for publications.

Ten years of significant management experience and progressive experience in public historical organizations/agencies, and advanced degree in history or a related field.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

- Proven knowledge of North Carolina history, historical events, and historical reference sources.
- Proven knowledge of principles and practices of historical administration.
- Proven knowledge of fair use, intellectual property rights, copyright law, and state and federal public records laws.
- Proven knowledge of the policies, procedures, and operations of national, state, and local historic preservation programs.
- Demonstrated experience in make well-informed decisions utilizing a high degree of judgment based on extensive knowledge of related policies, procedures, and practices.
- Demonstrated experience communicating effectively both verbally and in writing with the public, Agency management and staff, elected officials, and stakeholders.
- Demonstrated experience in effectively organizing, supervising, and evaluating a wide range of multi-talented and diverse professional workforce, fiscal and programmatic operations.
- Demonstrated experience in interpreting and applying various concepts of state and federal laws.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Master's degree in American History or related field from an appropriately accredited institution and seven years of progressive experience in the administration of a public history or related program; or an equivalent combination of education and experience.

General Information:

The Department of Natural and Cultural Resources (DNCR) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), disability, National Guard or veteran status, genetic information, political affiliation or political influence..

It is the policy of the State of North Carolina and the N.C. Department of Natural and Cultural Resources that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

How to Apply

Applicants should direct a cover letter with references and a resume to the attention of the North Carolina Historical Commission: nchc@ncdcr.gov. Deadline for submissions: April 16, 2021
