

The Selma Dallas County Historic Preservation Society is looking for one to serve as the **Historic Preservation Specialist. (HPS)** This position is for one year. It will be a part time, contractual position, not a salaried employee. If funding becomes available, the position maybe extended for an additional year.

The position would require one to work independently, with their own tools and supplies to accomplish tasks established by the governing Board of Directors. Board meetings are held the first Tuesday in each month at 5:30 p.m. When attending, the HPS would report accomplishments each month.

### Competencies:

1. Knowledge of best practices in historic preservation including Standards of the Secretary of the Interior. Knowledge of Selma's Historic Ordinance and the Historic Districts of Selma.
2. Adequate knowledge of historic structures so that observation and monitoring of needed maintenance can be brought to the attention of the board and an action plan devised.
3. Adequate knowledge of historic preservation methods to work with contractors to see that work is done correctly and according to contract.
4. Ability to write grant proposals and fulfill grant awards in a timely manner in furtherance of historic preservation of the Selma Dallas County Historic Preservation Society(sdchps) owned assets and the broader community's historic assets.
5. Communication and collaboration in working with the SDCHPS Board of Directors to carry out the SDCHPS policies and programs as directed.
6. Ability to initiate and carryout tasks within the framework developed by the SDCHPS Board of Directors.
7. Monthly report to the Board of Directors of the work accomplished in the prior month and discussion of work needed going forward with target dates, benchmarks, etc.
8. Desirable - Ability to compile information to write applications for nominations to the National Register of Historic Places for any qualifying structures and/or sites.
9. Ability to develop a plan for use of the SDCHPS properties that would make them more self sustaining: proposed projects could be tours, festivals, AirB+B rental or larger rental contracts.
10. The ability to build our general membership; greater numbers, more diversity and to develop a committee to assist with this if needed.

11. Participate in all fund raisers and evaluate which should be continued or if other projects should be considered. Look at how projects align with the mission of the SDCHPS.

### Public Relations

12. Ability to post to social media sites, maintain and update our current website.
13. Write and deliver press releases as needed.
14. Appear as speaker at meetings of civic groups to promote interest in the SDCHPS.
15. Foster working relationships with other community groups, non-profits etc. and the Selma Planning and Development Office and Selma City Council Members.

### To Learn about the SDCHPS applicant will:

16. Organize an office both physically and digitally for storage of items and information. Maintain files on grant applications, grant reports and property management. Collect materials to create an institutional history of the SDCHPS.
17. Aid Secretary by archiving a permanent and accessible record of meetings.
18. Aid the Treasurer by archiving a permanent and accessible record of funds by assisting in the conversion from Quicken to Quick books for Non-Profits.
19. Aid the membership chairperson to maintain a master list of current, past and potential members and donors.
20. Create and maintain an inventory of Society Property to include deeds to property, artifacts, collections, equipment etc.
21. Work with board members to create and maintain a record of repairs and changes to SDCHPS properties.
22. Maintain a master set of keys to SDCHPS properties and develop and implement a system to track keys held.
23. Improve outreach of the SDCHPS
24. Coordinate Grant Application and Completion
25. Required skills: strong time management and multitasking abilities, experience in grant writing, budget development, verbal skills, speaking to groups, proficient with computer office application and an ability to learn and use new software.
26. Preferred skills: college degree, grant experience in community development and preservation areas, knowledge and interest in Dallas County History, government and community organizations.

Because of the thunder storms, the SDCHPS board meeting scheduled for January 3, 2023 was rescheduled for Tuesday January 17. There may be changes to this posting on January 19, 2023. Resumes and letters should be mailed to the SDCHPS, PO Box 586, Selma, Alabama 36702. This posting will officially close on Friday, January 20, 2023. If you have any questions, please phone 334 412 8550.