

# Missouri Department of Transportation Job Description

**Job Title:** Assistant Historic Preservation Manager

**Title Code:** R06684

**Salary Grade:** 10

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Supervisory

**District/Division:** Central Office - Design

**Effective Date:** 10-01-2025

**Replaces (Effective Date):** 07-01-2022

## **General Summary**

The assistant historic preservation manager is responsible for coordinating archaeological investigations and overseeing the production of all cultural resource technical reports. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Master's degree in anthropology, historical architecture, or related field.
- Five years of experience in historic preservation studies, including at least two years in a supervisory or project director role.

## **Special Working Conditions/Job Characteristics**

Job requires periodic, statewide and out-of-state overnight travel.

## **Examples of Work**

1. Tracks departmental project timelines and monitors the status of cultural resource investigations to make certain that no project is delayed due to state and federal historic preservation laws; ensures that post field work, such as laboratory analysis and report writing, occurs in a timely manner.
2. Communicates within the department and with external groups about department cultural resource activities and responsibilities.
3. Determines if department historic preservation staff has the correct training, equipment, and resources necessary to complete their work in a safe and timely manner.
4. Ensures project compliance with Section 106 in coordination with the department's Local Public Agency program and current staff.

5. Performs supervisory responsibilities.
6. Performs other responsibilities as required or assigned.