

Missouri Department of Transportation Job Description

Job Title: Historic Preservation Manager

Title Code: R06689

Salary Grade: 11

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: Central Office – Design

Effective Date: 10-01-2025

Replaces (Effective Date): 07-01-2022

General Summary

The historic preservation manager provides oversight and overall direction to the department's cultural resources section and ensures that the department complies with federal and state historic preservation laws. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Masters Degree: Anthropology, Historical Architecture, or related field. Waiver of the master's degree requires approval from the Human Resources Director - Central Office.
- Eight years of experience in historic preservation studies.

Special Working Conditions/Job Characteristics

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

Examples of Work

1. Consults with department's cultural resources staff; ensures that the department complies with relevant state and federal historic preservation requirements.
2. Provides general direction to cultural resources section and ensures that all cultural resources staff are working on appropriate priorities so no project is delayed due to not having historic preservation clearance.
3. Represents cultural resources concerns on meetings and communications with other areas of the department.
4. Communicates with Native American tribal representatives and their legal representatives concerning the department's projects and processes.

5. Represents the department in cultural resource concerns and efforts in meetings with other agencies, groups, state legislature, and the general public; participates in consultant reviews and evaluations.
6. Provides final review of staff comments and review of cultural resource proposals, reports, and documents.
7. Performs supervisory responsibilities.
8. Performs other responsibilities as required or assigned.