

JOB TITLE: #1811 Project Manager III

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

COMPENSATION: \$55,702.40 annual minimum

STATUS & HOURS: Full-time, regular (approximately 2,080 annual hours) position.

BENEFITS: Eligible to participate in the State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DESIGNATION: Bargaining Unit AFSCME Local 3173

POSTING DATE: August 11, 2023

DEADLINE DATE: Open until filled

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: This position exists to plan, organize, and manage complex preservation, restoration, or rehabilitation capital projects and bond-funded asset preservation projects from planning through design to construction at properties held and/or operated by MNHS throughout the State of Minnesota.

SUMMARY OF WORK: 1) Manage capital improvement and preservation, rehabilitation, reconstruction and restoration projects in the most efficient and cost effective manner to provide appropriate care and preservation of MNHS properties; 2) Manage contracting and purchasing processes, and maintain up to date budget summaries for all assigned capital project in strict accordance with budget limits; 3) Participate in and support planning and budgeting for long-term preservation needs of state properties; 4) Contribute to the continued development and best practices of preservation at all state historic properties; and 5) Establish and promote internal communications of the MNHS historic properties preservation program among MNHS staff, volunteers, interns, and other stakeholders.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in architecture, engineering, construction, historic preservation, construction management, facility management or equivalent.
- Five years field experience in project management.
- Understanding of the Secretary of the Interior Standards for Historic Preservation, Restoration, Reconstruction, and Rehabilitation and how to interpret and apply these standards.
- Familiarity with the National Park Service Preservation Briefs.
- Knowledge in and a familiarity with construction trades, preservation and restoration of historic buildings.
- Demonstrated ability to work with architects, consultants, contractors, and a wide variety of technicians and professionals.
- Demonstrated ability to work independently and make sound judgments without supervision.
- Demonstrated ability to analyze, manage, and implement multiple projects.
- Demonstrated ability in verbal, written, and graphic communication sufficient to deal with a wide

variety of people.

- Demonstrated ability to cultivate and maintain positive working relationships with MNHS staff, contractors, consultants, and the general public.
- Knowledge in and a familiarity with historical research methods, resources, and techniques as it relates to the preservation and restoration of historic buildings, landscapes, and structures.
- Knowledge and ability to read, understand and explain construction documents and construction contract management principles.
- Knowledge and skill in using project management scheduling software such as Microsoft Project, Google Smartsheet, Trello, etc.
- Valid driver's license and willingness to travel statewide.

DESIRED QUALIFICATIONS:

- Graduate degree in architecture, historic preservation, or construction management with three years of experience in any of those, or a closely related field.
- Demonstrated ability in conducting and reporting Facilities Condition Assessments (FCA), using Rapid Building and Site Condition Assessment developed by the National Park Service, or any other standardized state format.
- Demonstrated ability in providing work direction to interns, volunteers, and contractors.
- Demonstrated ability in public agency purchasing, bid processes, and contracting.
- Demonstrated ability in managing preservation, repair, or construction projects valued at \$5,000 - \$5,000,000.
- Understanding of and a familiarity with construction contract management.
- Experience in regulatory review with State Historic Preservation Office(s) or the National Park Service.
- Experience and ability using CAD (computer-aided design) or other mechanical or architectural design software.
- Knowledge and experience in preservation, restoration, and repair of historic buildings, landscapes, and structures.
- Published work relating to historic preservation standards, practice, sustainability, or adaptive reuse.
- Ability to provide and promote preservation practices and programs both professionally and to the general public.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.