

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5223  
**GRADE:** S-26

**TITLE:** HERITAGE RESOURCE SPECIALIST IV

**DEFINITION:**

Under administrative direction, manages the overall, day-to-day planning, administration, and supervision of the County-wide heritage resources program; coordinates the activities of a staff of skilled preservation specialists; provides interpretation and recommendations on historic preservation issues to County officials, boards, and commissions; and performs related work as required.

**DISTRINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Heritage Resource Specialist III class in that the Heritage Resource Specialist IV class has managerial responsibilities in addition to programmatic ones. As branch chief for the Office of Comprehensive Planning's Heritage Resources Branch, the Heritage Resource Specialist IV position manages the full range of heritage resource specialties. In contrast, an Heritage Resource Specialist III position serves as an expert in one specialty area (e. g., prehistorical archeology), and typically supervises professional level staff and/or large groups of volunteers.

The Heritage Resource Specialist series is distinguished from the Historian series in terms of nature of work performed. Heritage Resource Specialist positions apply highly specialized knowledge to research-oriented situations. Historian positions typically are involved in interpretation of historical events.

**ILLUSTRATIVE DUTIES:**

Supervises a staff of professionals engaged in highly specialized historic preservation work (i.e., archeology, historic preservation, or historical research);  
Develops and recommends policy direction related to County historic preservation, planning, and development projects, within the context of local, state, and federal laws and regulations;  
Reviews and recommends revisions to the County's Heritage Resources Plan and Comprehensive Plan;  
Ensures the integration of staff research and community outreach projects;  
Represents the agency and County at meetings of the Board of Supervisors, the Planning Commission, the Architectural Review Board, and the History Commission;  
Performs administrative functions, such as budget preparation, expenditure oversight, personnel management, grant administration, and establishment of division policies and procedures.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the principles, practices and methods of at least one historic preservation specialty;

Broad knowledge of the principles, practices, and methods of all specialties within the Heritage Resources Branch;

Knowledge of the County's administrative policies and procedures (e. g., personnel, budgeting, accounting);

Thorough knowledge of the County's planning process as it affects heritage resources;

Knowledge of the County's Heritage Resources Plan and Comprehensive Plan;

Thorough knowledge of local, state and federal preservation guidelines and requirements;

Knowledge of supervisory techniques;

Skill in communicating effectively, orally and in writing;

Skill in establishing and maintaining good working relationships with staff, peers, and officials;

Ability to plan, direct and manage the work of lower lever staff;

Ability to analyze data and draw sound conclusions;

Ability to analyze and evaluate development plans and form sound, practical recommendations;

Ability to set priorities and manage time efficiently.

**EMPLOYMENT STANDARDS:**

Graduation from an accredited four-year college or university with a Master's degree in history, anthropology, archeology, architecture, architectural history, historical architecture, urban planning, or closely related field; PLUS

Five years of professional experience in historic preservation, two years of which must have included supervising professional staff.

Experience may not be substituted for the required educational level.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

ESTABLISHED: July 26, 1993