

THE STATE OF MARYLAND

RECRUITING FOR: MARYLAND DEPARTMENT OF PLANNING

Research and Preservation Specialist II/
EASEMENT INSPECTOR

Division of Historical and Cultural Programs
Maryland Historical Trust

Full-time Contractual Position

Annual Salary: \$37,603 (\$18.03/hr; no benefits)

This position is with the Maryland Department of Planning (MDP), Maryland Historical Trust (MHT), located in Crownsville.

PROFESSIONAL REQUIREMENTS: Bachelor's degree in Historic Preservation, Architectural History or related field, or Bachelor's degree with two years of directly related experience preferred. Computer proficiency (word processing, digital imaging and database) and construction/building experience. Strong written and oral communication skills as well as experience with digital photography are essential. A valid driver's license is required.

EASEMENT INSPECTOR, OFFICE OF PRESERVATION SERVICES, MARYLAND HISTORICAL TRUST: The incumbent of this position will monitor and evaluate the condition of properties protected by preservation Deeds of Easements and work in coordination with Maryland Historical Trust (MHT) staff, the Office of the Attorney General (OAG) and other co-holding agencies to enforce the terms of the Easements. The Easement Inspector conducts on-site inspections of at least 150 historic preservation easement properties in Maryland annually. Additional responsibilities include notification and scheduling of site inspections with property owners and co-holding agencies, preparation of easement inspection reports, notification to owners (in writing) of inspection results, organization of digital inspection photographs, and general Easement file maintenance (Easement files, vertical files, and database). The Easement inspector is also responsible for identifying and presenting all Easement violations to the Easement Subcommittee and OAG for review, drafting correspondence, and tracking all violations until the violation is resolved. This position may also be assigned other duties as necessary by the Easement Administrator, including assisting the Easement Administrator with processing changes/alteration applications and acting as support staff to the Easement Committee.

CLOSING DATE: January 9, 2012

**SEND COVER LETTER, RESUME, ONE PAGE WRITING SAMPLE, AND
MARYLAND STATE APPLICATION (MS100) TO:**

Ms. Miriam Hensley, Chief
Operations Management
Division of Historical and Cultural Programs
Maryland Department of Planning
100 Community Place
Crownsville, Maryland 21032
mhensley@mdp.state.md.us

(A copy of the MS100 form can be found on the MHT website at
<http://mht.maryland.gov> under “Employment Opportunities”)

AN EQUAL OPPORTUNITY EMPLOYER