

THE STATE OF MARYLAND

RECRUITING FOR: MARYLAND DEPARTMENT OF PLANNING

Research and Preservation Specialist II/
HISTORIC PRESERVATION DATA/GIS TECHNICIAN

Division of Historical and Cultural Programs
Maryland Historical Trust

Eight Month Contractual Position
Full Time – No Benefits
State Grade 14/ Base (\$17.39/hr)

CLOSING DATE: January 4, 2012

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

PROFESSIONAL REQUIREMENTS: Bachelor's degree in Anthropology, Architectural History or closely related subject, or equivalent experience. Computer proficiency (word processing, databases and computerized file management). Strong organizational skills are essential. A valid driver's license is required.

HISTORIC PRESERVATION DATA/GIS TECHNICIAN, OFFICE OF RESEARCH, SURVEY AND REGISTRATION, MARYLAND HISTORICAL TRUST: This position will assist the Maryland Historical Trust library/GIS staff with a large scanning project. Job duties will include data cleanup, preparing forms and photos for the scanning project, database entry, exporting tracking databases for the scanning consultant, tracking the physical transfer of materials, quality checking the images, re-housing materials, and updating the database. Person will also work on other grant-related GIS and database tasks.

SEND COVER LETTER, RESUME 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