

JOB TITLE: #1630 Senior Project Manager

OPEN TO: This job is open to all applicants.

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

SALARY: \$4,679.00 monthly minimum, commensurate with experience

STATUS & HOURS: Full-time, regular (approximately 2,088 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.

DEPARTMENT: Heritage Preservation, Planning & Outreach

CLASSIFICATION: 14L Professional

SUPERVISORY: No

HIRING MANAGER: Manager, Capital Planning & Management

POSTING DATE: June 14, 2022

DEADLINE DATE: July 5, 2022

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 construction projects funded through the state to maintain our assets at the 31 historic sites that MNHS manages. This includes coordination with external stakeholders (SHPO, NPS, Architects, Contractors, etc.) and internal stakeholders to ensure that these projects meet their requirements and contribute to the organization.

SUMMARY OF WORK: 1) Manage preservation, rehabilitation, and restoration projects in the most efficient and cost effective manner to preserve MNHS properties; 2) Manage contracting and purchasing and maintain up-to-date financial and budget summaries for all assigned capital projects in strict accordance with budget limits; 3) Lead the creation of strategies and plans to insure the long-term care and preservation of MNHS buildings and landscapes; 4) Create external awareness and support of MNHS programs and properties to visitors, MNHS members, communities, peer institutions and organizations; 5) Establish and promote internal communications among MNHS staff, volunteers, interns, and other stakeholders; and 6) Contribute to the continued development and best practices of preservation at all state historic properties.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Architecture, Engineering, Construction Management, Historic Preservation or related field .
- Five years of field experience in project management.

- Demonstrated knowledge and application of the Secretary of the Interior's Standards for Historic Preservation, Restoration, Reconstruction, and Rehabilitation and how to interpret these standards.
- Knowledge of the National Park Service Preservation Briefs.
- Three years experience managing major design and construction projects, preferably historic or interpretive based facilities.
- 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 an organization's staff, contractors, consultants, technicians, professionals, and the general public.
- Knowledge of construction trades, preservation and restoration of historic buildings, landscapes, and structures.
- Knowledge of historical research methods, resources, and techniques as it relates to the preservation and restoration of historic buildings, landscapes, and structures.
- Ability to read, understand and clearly explain construction documents and construction contract management principles.
- Ability to use project management scheduling software such as Microsoft Project, Google Smartsheet, Trello, etc.
- Ability in construction contract management.
- Valid driver's license and willingness to travel statewide.
- Ability to lift up to 20 pounds.
- Ability to occasionally reach with hands and arms; climb or balance; turn, twist, or bend at waist; stoop, kneel, crouch, or crawl.

DESIRED QUALIFICATIONS:

- Master's degree in architecture, engineering, construction management, historic preservation or related field.
- LEED certification
- PMP (Project Management Professional) Certification or comparable.
- 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.
- Ability to provide work direction to interns, volunteers, staff, and contractors.
- Ability to engage in public agency purchasing, bid processes, and contracting.
- Experience in managing preservation, repair, or construction projects valued at \$5,000 - \$5,000,000.

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.