Human Resources
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Cultural and Historic Resources Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP305	**Community & Recreational Services**	**Cultural and Historic Resources Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**June 18, 2026**

The Cultural and Historic Resources Specialist develops, administers, and implements cultural and historic programming and plans for the Bernalillo County Parks and Recreation Open Space Program. Oversees and organizes volunteers and visitors, and coordinates with field personnel on use management and participation related to the cultural and historic resources of open space properties.

Job Description

DUTIES AND RESPONSIBILITIES

- Manages operational and program activities of a County Open Space Facility.
- Assists in developing and implementing open space resource management and facility plans. Administers, manages, and coordinates cultural and historic projects and activities for the County's Open Space Program that emphasize the physical, natural, environmental, and cultural features of open space properties.
- Supervise or recruits County employees and/or volunteers in support of open space activities and stewardship of properties.
- Coordinates with the Land Management Section and other County departments to perform routine maintenance and facility improvements on open space properties with historic features or assets.
- Develops and implements community outreach programs and stewardship activities in collaboration with other programs, sections, and/or the public to support conservation, protection, and restoration of cultural and historic resources at open space properties.

- Develops and implements historic resources monitoring schedule for each open space property.
- Evaluates historic sites and building nominations to determine if they meet Local, State, or National Register requirements.
- Identifies funding sources; compiles and submits grant applications and reports to appropriate agencies and foundations; manage awarded grants.
- Delivers educational programs and presentations as needed for the Open Space Program. Prepares marketing materials including pamphlets, flyers, event schedules, and requisition maps. Updates the County's website and open space plans.
- Represents the department at community events to promote open space properties and the Open Space Program. Serves as a liaison to advisory committees, boards, and community advocacy groups as needed.
- Prepares activity reports and maintains records, including volunteer statistics, contracts, and expenditure summaries.
- Handles sensitive and/or confidential records, plans, documents, or decisions, maintaining confidentiality as required.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Museum Studies, Historic Preservation, Architecture, Archaeology, Anthropology, Planning or related field.
- Five (5) years of work experience in Historic Preservation, Museum Management, Cultural Resources Management, Heritage Interpretation or related field with one (1) of those years in a professional capacity involving direct management of cultural assets or an historic facility.
- OR any combination of post-secondary education and/or experience totaling eight (8) years of experience in Historic Preservation, Museum Management, Cultural Resources Management, Heritage Interpretation or related field with one (1) of those years in a professional capacity involving direct management of cultural assets or an historic facility.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.

- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Employee will work days, weekends, and evenings as necessary.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties may be performed on both even and uneven surfaces, which may be either wet or dry. Surfaces may be inclined or flat, and range from natural, undisturbed soil to gravel, asphalt, or concrete.
- May perform duties alone or as part of a group.
- Work hazards or potential work hazards include exposure to noise, vibration, and driving of vehicles.

EQUIPMENT, TOOLS, AND MATERIALS

- Telephone, two-way radio, calculator/adding machine, testing and measuring devices, photocopier, fax machine, paper forms, and writing instruments are used in the performance of duties. Ability to utilize handheld and stationary tools.
- County vehicles are used by employees in traveling from site to site throughout the County.

NOTE

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to read, speak, write, and understand English proficiently to communicate with superiors and subordinates, contractor representatives, and a wide range of other individuals.
- Must be able to think clearly and make decisions, which may affect work activity.
- Must be able to use charts, maps, blueprints, and/or plans effectively in the assessment of various projects.
- Must be able to apply interpretive math skills.

PHYSICAL FUNCTIONS

- Must be able to sit for up to two hours at a time, and up to six hours a day.
- Must be able to stand/walk on even or uneven surfaces for approximately four hours at a time, up to eight hours per day.

- Must be able to crouch, kneel, or climb into vehicles or structures as required.
- Must be able to climb ladders or other structures.
- Must be able to bend at the waist, and twist/rotate as required to enter and exit the county vehicle.
- Must be able to grasp/carry equipment and materials weighing up to twenty-five (25) pounds to set up activities/presentations; take and record field observations.