

## **TEMPORARY JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to [recruiter@okcommerce.gov](mailto:recruiter@okcommerce.gov)

Review of documents will begin immediately. **The deadline is Friday, June 29<sup>th</sup>, 2018.**

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**POSITION:** Architect, temporary  
**DIVISION:** Main Street  
**SUPERVISOR:** Buffy Hughes  
**SALARY:** \$25-\$27/hour; not to exceed 999 hours before 1 year of hire date.  
**STANDARD HOURS:** 29 hours maximum per week  
**JOB NUMBER:** J-675

### **RESPONSIBILITIES:**

- Performs professional architectural duties and responsibilities for local building owners, merchants and contractors as outlined in the agreements made by the Oklahoma Main Street Program (OMSP) of the Commerce, the National Main Street Center of the National Trust for Historic Preservation and the officially designated active Oklahoma Main Street communities.
- Completes research, drawings and written recommendations for building owners, business owners or other groups with properties in the officially designated Main Street areas. Approximately 25-40 color renderings and 50-65 written reports are generated per year.
- Conducts site inspections, program manager consultations, and building owner or merchant interviews in Main Street communities. Approximately 50-75 site inspections/consultations are conducted per year.
- Establishes resource lists of architects, engineers, contractors and consultants who have expressed interest in the Main Street program or who have knowledge and experience in the historic preservation field.
- Establishes resource files of building materials and information related to appropriate historic building rehabilitation.
- Develops and maintains a slide and digital library that can be used for each of the four points of the Main Street theory.
- Develops, participates in and conducts Main Street design training sessions for the state staff, program managers, local community design committees and the general public.
- Produces graphics and writes articles for various publications, both OMSP and other sources, that advances the knowledge of preservation techniques in Oklahoma.
- Develops, participates in, and conducts Design Works charrettes for Main Street and non-Main Street communities.

**KNOWLEDGE, SKILLS & ABILITIES:** Must have knowledge and/or experience of building materials and techniques of architecture. Must possess technical drawing capabilities for producing architectural documents, including color renderings. AutoCAD experience is a must. Must possess verbal and written skills for assisting program managers, building owners and contractors, as well as for public presentations. Preference will be given to those who have Main Street or historic rehabilitation experience.

**EDUCATION AND EXPERIENCE:** Completion of a Bachelor's Degree with an emphasis in architecture design or a Master's Degree with an emphasis in architecture; and two years of related experience preferably in the historic preservation field. Must meet qualifications to be a licensed architect in the State of Oklahoma.