

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

***Occ. Code 3857200***

**Capitol Restoration Coordinator, Grade 23**

Brief Description of Class

The Capitol Restoration Coordinator ensures quality stewardship is maintained and supports the Capitol Architect in the long-term planning and preservation of the New York State Capitol and other historic properties.

This position is classified at the Office of General Services.

Distinguishing Characteristics

*Capitol Restoration Coordinator*: single position class; non-competitive; directs and organizes the architectural, historic, and cultural repair, restoration, and preservation of the New York State Capitol, as well as associated educational and interpretive activities, under the leadership of the Capitol Architect.

Illustrative Tasks

Conducts and supervises historical and architectural research.

Directs and supervises the development and preparation of educational and interpretive programs.

Assists with defining restoration parameters, conducts research, and compiles architectural drawings and historic images for proposed Capitol projects.

Writes copy and selects images for brochures and interpretive panels on the history of the Capitol or current restoration/rehabilitation projects.

Provides assistance on historic finishes, appropriate substitute and historic materials, as well as guidance on introducing contemporary design solutions.

Provides research and advice on compliance with NYS Historic Preservation Act for client agency projects that affect buildings that are listed or eligible for listing on the National Register of Historic Places.

Researches and writes professional letters, reports, and other documentation in support of projects at the Capitol.

#### Minimum Qualifications

##### *Capitol Restoration Coordinator*

Non-competitive: seven years of experience in the administration and management of the architectural, historical, and cultural restoration, renovation, and preservation of buildings listed on the National Register of Historic Places.

Substitution: bachelor's degree in historic preservation, architectural history, history, art history, architecture, architectural technology, building science, construction technology, construction management, engineering, engineering technology, or landscape architecture may substitute for four years of specialized experience; master's degree in the same fields may substitute for five years of specialized experience; or a Ph.D. in the above fields may substitute for six years of specialized experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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