



STATE OF RHODE ISLAND

HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House 150 Benefit Street Providence, RI 02903

Telephone 401-222-2678  
TTY 401-222-3700

Fax 401-222-2968  
[www.preservation.ri.gov](http://www.preservation.ri.gov)

**MINUTES**  
**EXECUTIVE DIRECTOR SEARCH COMMITTEE**  
**June 29, 2022**

**Location:**  
**Newport Historical Society Office**  
**82 Touro Street, Newport**

Search Committee Members present:

Ruth Taylor, Chair  
Wendy Nicholas  
Ronald Onorato  
Lucie Searle

The committee came to order at 4.35pm.

The committee established a process for evaluating applicants for the position of Executive Director of the RIHPHC, to wit:

- a. It established a rubric for identifying credentials that match the criteria laid out in the published position description (attached to this document).
- b. It established a sense of prioritization for the criteria based on committee expertise, staff and commission input, and input from the preservation community collected by survey.
- c. It will meet to eliminate those candidates who do not meet the criteria, and choose up to 8 who best meet the prioritized criteria, and schedule them for a day or more of screening interviews by Zoom.
- d. All four committee members will participate in the screening interviews.
- e. The committee will meet following the screening interviews to try to identify two or more finalists who we believe could do the job.
- f. If no such candidates can be identified, we will reopen the posting period.
- g. If an appropriate candidate or candidates exist, we will schedule in person interviews.
- h. References for one or more candidates will be contacted following these interviews.
- i. The committee will meet to make a recommendation for hiring to the Commission.
- j. The finalist will meet with staff and the Commission.



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- k. The Commission will be asked to endorse the committee's recommendation.
- l. RI Human Resources Department will be asked to prepare hiring materials upon the Commission's endorsement.

The committee prepared a tentative timeline.

- a. Screening interviews if possible on August 4<sup>th</sup> and 5<sup>th</sup>
- b. In person interviews if possible on the third full week of September.
- c. Recommendation to the Commission at the October meeting.

The committee adjourned at 6pm.

Minutes recorded by,

A handwritten signature in black ink, appearing to read "Ruth Taylor".

Ruth Taylor  
Chair, Executive Director Search Committee

## **Rubric for identifying credentials that match the criteria laid out in the published position description**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, methods, techniques, and practices of historic preservation and the ability to apply such knowledge in planning, organizing, directing and administering the functions and related programs of the Rhode Island Historical Preservation & Heritage Commission; a thorough knowledge of the methods and procedures required to carry out the relevant programs of historic preservation such as: National Register of Historic Places, environmental review, grants, technical preservation services, historic sites survey, archeology, public information, and curation; the ability to manage and review historic preservation practices and procedures and to recommend necessary changes; the ability to perform highly complex historic preservation planning functions; the ability to supervise and review studies and the preparation of reports; the ability to maintain continuous evaluation of projects to determine their effectiveness; thorough knowledge of Rhode Island history, architecture, archeology, and cultural heritage and/or demonstrated ability to become thoroughly knowledgeable; the ability to plan, organize, coordinate, supervise and review the work of subordinate personnel including professionals in the fields of archeology, architectural history, history, and architecture; the ability to prepare and monitor an annual budget and annual work plan; the ability to establish and maintain effective working relationships with federal, state, and community officials and planning personnel and to provide policy recommendations and conduct formal consultation as needed; the ability to communicate effectively and to prepare clear, accurate, informative reports and to make oral presentations; understanding of computer technology, databases, and other forms of digital information; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a graduate degree in history, architectural history, archeology, architecture, or a closely related field such as American studies or historic preservation; and

Experience: Such as may have been gained through: employment in a State Historic Preservation Office in a supervisory role; or considerable employment in a highly responsible supervisory position involving professional historic preservation leadership and planning, in a federal, state, municipal, or public or private agency or organization engaged in historic preservation functions.

Or, any combination of education and experience that shall be a substantially equivalent to the above education and experience.

RIHPHC ED Checklist for qualifications

Name:

Qualification	Present?			Notes
Appropriate degree:	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
State Historic Preservation Office	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Supervisory role in HP/Government	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Knowledge of HP principles/practices	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
National Register	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Technical review	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Architecture/Arch. History	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Archeology	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Urban Planning	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Vision for HP	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Current contacts	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Knowledge of Rhode Island history	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Program planning and evaluation	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Budgeting and work plans	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Government agency experience	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Staff supervision	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Written communication	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Verbal communication	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	
Cultural competency	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	