



**Position Announcement**  
**Passaic County Department of Cultural & Historic Affairs**

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**JOB TITLE:** Assistant Director, Cultural & Historic Affairs

**CIVIL SERVICE TITLE:** Administrator Cultural & Heritage Affairs

*This is a non-union position*

**SALARY / HOURS:** \$85,000 – \$115,000 / Full-Time Permanent

**SCHEDULE:** Monday – Friday / 9:00am – 5:00pm

**JOB DESCRIPTION:** In coordination with the Director of the Department of Cultural & Historic Affairs, the primary function of this role is to assist with all logistics of the Department from collections management, programming, staff, preservation projects, and planning initiatives. Furthermore, the role specifically will focus on project management, various local, state, and federal project reviews, grant administration, preservation planning, and technical preservation assistance for the County and its municipalities.

*The Passaic County Department of Cultural & Historic Affairs (DCHA) is responsible for the operation of several historic sites, parks, and facilities throughout the County. In operating these sites, the DCHA develops and implements cultural programs, exhibitions and displays, grant programs, historic research and comprehensive reports, heritage tourism campaigns, and restoration projects – all to encourage public awareness and visitation to the County’s historic and cultural assets. The Department also assists other County departments and municipalities by reviewing preservation matters, administering arts and historic preservation regrant programs; and supporting the arts through a variety of county-wide events and public art installations.*

*Under the Department, the following sites and centers are operated:*

*Dey Mansion Washington’s Headquarters  
Passaic County Arts Center at the John W. Rea House  
Passaic County Archaeological Center at the Harry S. Vreeland House  
Passaic County Military Heritage Museum at the Schuyler-Colfax House  
Lambert Castle  
Lambert Tower  
Vanderhoef House  
The Wayne Museum  
The Clifton Museum  
County Court House & U.S. Customs House*

## **DUTIES / RESPONSIBILITIES:**

- Manage planning and capital improvement projects on historic sites owned by the County;
- Evaluates and makes recommendations regarding the need for studies and investigations to evaluate the effect of projects on historic and/or archaeological resources;
- Reviews, monitors and comments on cultural resource surveys prepared by historic preservation consultants including the identification, description, research, analysis, photography, mapping and recording format for conformance to federal and state standards and guidelines;
- Will manage, create, and/or supervise the development of maintenance plans for historic sites/structures owned by the County;
- Plans, organizes, and participates in field investigations of complaints concerning specific projects;
- Manage and supervise the Passaic County Historic Trust and Historic Preservation Open Space grant(s);
- Provide technical assistance and support for municipalities within the County on preservation matters;
- Assist in planning and preparation of historic site programs/exhibits appropriate to groups of different age levels and/or with different interests, and develop training programs for preservation and interpretation;
- Management of department staff and interns, providing direction on day-to-day operations;
- May assist in planning special events and exhibits; and
- Conducts special projects as requested.

## **QUALIFICATIONS / ELIGIBILITY:**

- Five - ten (5-10) years of experience in the capacity of a museum, historic sites, preservation or cultural resource professional;
- Must have knowledge on New Jersey Register of Historic Places Act; and the Secretary of Interior Standards for Historic Rehabilitation;
- Graduation from an accredited college or university with a degree in history, preservation, architectural history, anthropology, art history, museum studies, or related field;
- Previous experience in museums, cultural programs, art spaces, etc.;
- Proficient computer skills including but not limited to: Office, Photoshop, Adobe Illustrator;

- Passaic County residency is preferred;
- New Jersey residency is required.
- The position will require flexibility with schedule as some functions might require weekend or evening hours for programs and/or events

**PHYSICAL REQUIREMENTS:**

- Must be physically able to operate a variety of automated office machines, which include a computer, calculator, typewriter, etc.;
- Must be able to walk or stand for extended periods of time;
- Must be able to operate a variety of visual and audio aids;
- Must be able to lift, carry, push, and pull or otherwise move objects, up to 30 lbs. Physical demands are for light work.

County of Passaic, EOE

**Please send cover letter and resume as a PDF attachment to:**  
[kellyr@PassaicCountyNJ.org](mailto:kellyr@PassaicCountyNJ.org)

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