



Historic Preservation Officer Job Duties and Description

The City Council shall appoint a qualified city official, staff person, or appropriate resident of the municipal entity to serve as a historic preservation officer. This officer shall administer the ordinance and advise the historic preservation or landmark commission on matters submitted to it.

In addition to serving as a representative of the historic preservation or landmark commission, the officer is responsible for coordinating the city's preservation activities with those of state and federal agencies and with local, state, and national nonprofit preservation organizations. *(Note: In the absence of a qualified official or staff person of the municipality, a volunteer resident serving as a preservation officer should be aware of the liability issues involved in serving in this capacity.)*

The officer may also develop and direct the programs of the historic preservation or landmark commission, and coordinate city historic preservation programs. The historic preservation officer is responsible for enforcing the historic preservation ordinance, and for providing staff assistance in the implementation of the policies, goals, and programs of the historic preservation commission.

The officer may perform administrative acts required by the historic preservation ordinance, including giving notice, researching background material, preparing reports and recommendations, and receiving and processing appeals.

Work may include developing, recommending, implementing, and evaluating city policy related to historic preservation, and providing technical, architectural, design, historical, and policy guidance to staff, governmental officials, other city departments, boards and commissions, and regional, state, and national preservation agencies.

The historic preservation officer may also define and review the issues of historic preservation as they relate to the city, develop alternative solutions to problems, evaluate special programs and city-sponsored projects, and work with the private sector and local, state, and national organizations.

DUTIES MAY INCLUDE:

- Translates the goals, objectives, and policy of the historic preservation or landmark commission into programs, projects, and activities;
- Plans, coordinates, and supervises the work of city planners and secretarial support staff involved in historic preservation work;
- Provides technical, architectural, design, historical, and policy guidance to city staff, governmental officials, boards and commissions, and regional, state, and national preservation agencies;
- Reviews and makes recommendations to the historic preservation or landmark commission regarding historic preservation overlay zoning applications;

- Evaluates and make recommendations and/or decisions on proposed changes for historic preservation-zoned properties
- Makes presentations to a variety of groups and the media on historic preservation issues;
- Conducts community-wide training, awareness, and advocacy workshops on historic preservation issues;
- Works with contiguous jurisdictions and the state and county on common historic preservation problems or conflicts;
- Writes reports and recommendations in accordance with the historic preservation ordinance;
- Defines and reviews issues of historic preservation as they related to the city;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Potential Recommended Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of historic preservation and urban planning.
- Federal, State, and local laws pertaining to historic preservation.
- Research techniques and report writing.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Translate goals and objectives into workable plans, programs, and activities.
- Develop policy and initiates ideas and recommendations to city agencies and the historic preservation or landmark commission.
- Perform research, write reports, and make effective oral presentations.
- Work cooperatively with other city employees and the public.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to self or others.

SUGGESTED ACCEPTABLE EXPERIENCE AND TRAINING:

Experience in working with governmental or private non-profit boards or commissions in a leadership or policy advisory position on historic preservation issues; and a degree in historic preservation, architecture, architectural history, and urban planning, or a closely related field. Other combinations of education and experience that meet the minimum requirements may be substituted.