

	THE CITY OF KEY WEST Job Description	Non-Union, Exempt Position	
		DATE OF REVISION	06/08
POSITION	HISTORIC PRESERVATION PLANNER	ANNUAL SALARY	\$49,517.00
DEPARTMENT	Building (24-01-524)		
JOB CODE	43720	GRADE	N38

PHYSICAL LOCATION (S):

- 604 Simonton Street, Key West, Florida

REPORTING RESPONSIBILITIES:

- Chief Building Official or designee.

GENERAL FUNCTIONS:

- This position will administer the various City programs for historic districts. Position provides full staff support to the Historic Architectural Review Commission and involves proposal review and daily contact with the public on a full range of preservation and redevelopment matters. Review of all HARC plans submitted for permitting

➤ **ESSENTIAL FUNCTIONS (Without Accommodation):**

- Able to read, speak and understand English in order to perform duties of this description.
- Able to see and hear well enough to perform the duties of this job description.
- Able to use equipment and /or materials as specified in this job description.
- Able to work at least a forty (40) hour work week and additional hours as required.
- Computer literate and keyboard/mouse proficient.
- Able to climb stairs, ambulate over level and unlevel, paved and unpaved terrain, inside and outside, pre, mid and post construction sites in all types of weather conditions.
- Able to utilize and interpret diverse documents and resources in researching appropriate response to questions relating to ongoing and future Historic Preservation and Redevelopment planning issues and projects.
- Maintain Florida driver's license.

EQUIPMENT TO BE USED:

- Personal Computer and related City licensed software, City mainframe system, as well as other job specific software, photocopier, telefax and telephone.

ENVIRONMENT:

- Air Conditioned office and outside in all weather conditions.

PHYSICAL REQUIREMENTS

- Standing 25%
- Sitting 30%
- Walking 25%
- Bending 5%
- Lifting 5%
- Climbing Stairs 10%

DUTIES/TASKS/JOBS

- Identifies prepares and submits grant applications for Federal and State funding programs related to preservation and redevelopment activities.
- Administers and provides all necessary coordination with Federal and State officials for the Certified Local Government Program.
- Assists in the management and implementation of the City's Community Redevelopment Plan, including preparation of plan amendments, developer negotiation and project implementation.
- Develops and implements policies of comprehensive preservation planning and oversees the architectural review process.
- Provides full staff support to the Historical Architectural Review Commission; overseeing the preparation of HARC agendas and minutes on a timely basis.
- Provides staff representation and assistance to redevelopment and related advisory boards and agencies.
- Supervise the HARC Coordinator.
- Coordinates preservation and redevelopment activities with the departments of Building, Code Enforcement, Engineering and Planning.
- Provides technical assistance to City agencies, developers and property owners concerning appropriate change, restoration or modification of all properties within the historic district.
- Organizes and prepares agendas and minutes for special HARC workshops as required.
- Data base management of ongoing projects.
- Planning, research and report preparation of ongoing and future projects.
- Development of compliance review.
- Interprets and explains HARC codes and ordinances to customers.
- Keeps appropriate records and files on permits and plans for HARC.
- Develops and provides all required reporting.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Strong statistical orientation, with data base management experience.
- Knowledge of or ability to quickly learn City licensed software and City mainframe system, GIS as well as software necessary to perform the job.
- Ability to promote and maintain harmonious working relationships with diverse community agencies, groups and advisory boards, Federal, State, County, and City officials, as well as individual members of the general public.
- Ability to work independently is essential.
- Ability to read and understand site plans and floor plans and architectural elevations.
- Ability to analyze construction, repair and restoration techniques and methodology pertaining to historic buildings.
- Ability to make public presentations, respond to public inquires and works with property owners, developers and contractors.
- Expertise in the composition of grants, academic manuscript and/or trade related article publication.

- Experience at the municipal government level in historic preservation planning or related research is preferred.
- Knowledge of or ability to quickly learn local historic designation procedures and regulations.
- Knowledge of standard municipal building and zoning codes as they apply to historic preservation.
- Knowledge of Secretary of Interior’s Standards for Historic Rehabilitation and Federal and State legislation regulating historic preservation incentives and activities.
- Knowledge of and ability to incorporate regulations and requirements of the Certified Local Government Program.
- Knowledge of the requirements for listing in the National Register of Historic Places. Demonstrated ability in the preparation of such nominations.
- Demonstrated expertise in successful grant composition, application, acquisition and administration.
- Bachelor’s degree plus advanced degree in urban planning, historic preservation, architecture or related field.
- Able to meet professional qualification standards for U.S. National Park Service as well as State of Florida Certified Local Government Program.
- Five years experience in urban planning, public or private (within the State of Florida preferred).
- Must have 2 or more years of work related supervisory experience.
- Valid State of Florida operator’s license.

Periodically duties other than those listed are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirements for an ability or skill a guarantee that ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted “Acknowledgments”, that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand the job description may be amended periodically, as is the right of the City of Key West.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION/ VETERANS PREFERENCE
EMPLOYER
& A DRUG-FREE WORKPLACE**

**Apply at: City Hall, Office of Human Resources
525 Angela Street
Key West FL 33040
Telephone: (305) 809-3714**