

Historic Preservationist

FLSA Status: *Exempt*
Grade 18

General Definition of Work

The Planning and Community Development Division within the Growth Management Department provides a full range of planning and community development services in a dynamic and growing community setting.

Under the direction of the Planning and Community Development Manager, the Historic Preservationist supervises and participates in advanced, highly complex professional historic preservation activities.

The nature of the work performed requires the establishment and maintenance of effective working relationships with the Town Manager, Assistant/Deputy Town Manager, Senior Staff, other Town departments and staff and the general public. The principal duties of this position involve:

- Supervising of and participating in advanced, complex historic preservation activities, such as serving as project manager for historic preservation related projects, complex development applications, and policy programming;
- Performing complex and sensitive professional historic preservation planning projects, research and analysis;
- Serving as liaison and performs all necessary functions in support of the Historic Preservation Commission, Planning Commission, and the Board of Zoning Appeals;
- Interacting with local citizens, planning, design and construction professionals and interested parties on a daily basis;
- Performing a variety of studies;
- Performing educational sessions and support, such as coordination of the Annual Preservation Symposium;
- Historic Preservation advocacy at the local, regional and state levels as appropriate;
- Maintain all historic property surveys, reporting and historic preservation documents;
- Prepares and assists in preparation of National Register nominations;
- Makes recommendations and prepares policies for economic incentives related to preservation; and
- Preparing and presenting staff reports and other planning related topics.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of the specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs and manages complex professional historic preservation planning projects, research and analysis.

Provides direct supervision of interns and volunteers by assigning tasks and projects, mentoring, providing research direction and reviewing completed projects.

Manages complex, multi-faceted and long-range redevelopment projects of historic properties.

Prepares presentations and staff reports on complex historic preservation, urban design and planning projects/initiatives at public hearings before the Historic Preservation Commission, Planning Commission and Town Council and at other public and community meetings.

Manages and coordinates special projects and studies, including directing the work of a team or group of planners or other staff, from within and outside the Department to include contracting consultants, preparing schedules, administering project budgets.

Responds to complex historic preservation inquires and requests for interpretations or determinations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Historic Preservationist

Provides design and architectural review expertise for COA applications for new construction, additions, alterations/renovations, demolition and relocation.

Provides training to various Boards, Commissions and Committees.

Participates in outreach activities to educate the public about the Town's built environment and preservation-related initiatives, such as the Annual Preservation Symposium.

Assists the Planning & Community Development Manager with fair and equitable work program delegation of regular and special projects, provides guidance and monitors deadlines.

Participates in strategic planning initiatives in order to establish and prioritize future projects and evaluates progress on Town objectives and goals.

Oversees application and administration of grants and other funding programs and opportunities within the Growth Management Department.

Keeps immediate supervisor and designated others accurately informed concerning work progress, to include present and potential work problems and suggestions for new or improved ways of addressing such problems.

Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

Ensures response to citizens' questions and comments are provided in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Demonstrates regular attendance consistent with assigned schedule.

Performs other duties as apparent or assigned.

Education and Experience

Bachelor's degree required, with Master's degree preferred, in historic preservation, urban and regional planning, public administration or related field; 5 years of relevant experience with extensive historic preservation, municipal planning; and a demonstrated track record in innovative historic preservation planning, or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, reaching with hands and arms and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

Salary is negotiable based on experience. EOE. We offer excellent benefits and a great place to work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.