

CITY HISTORIC PRESERVATION PLANNER**SUMMARY:**

Under general direction, manages the Historic Preservation Division, to include technical assistance to the City Commission, staff, community organizations and individuals. Reviews and makes recommendations on building applications affecting the City of West Palm Beach Register properties and corresponding treatments for approval by the Historic Preservation Board to ensure compliance with the Historic Preservation Ordinance; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Prepares staff reports for HPB meetings and assists the Board in meeting its administrative requirements.
2. Prepares and manages Division budget.
3. Reviews and makes recommendations on Section 106 requests, demolition requests and permit requests, and nominations for the National Register of Historic Places.
4. Provides educational assistance to individuals and the general public relative to historic preservation.
5. Applies for and administers State Historic Preservation grants.
6. Makes site visits and window studies for historic preservation evaluations.
7. Updates and maintains maps and database of historic sites and districts.
8. Administers Ad Valorem Tax Exempt program.
9. Coordinates Certified Local Government programs and prepares historic preservation quarterly and annual reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of American and local history, architectural history, construction materials and techniques.
- Skill in reading architectural drawings.
- Skill in organizing and carry out systematic identification and documentation of historic sites.
- Skill in visually identifying potentially historic sites.
- Skill in determining the integrity and significance of sites.
- Skill in judging the potential effect of any proposed undertaking on historic sites.
- Skill in organizing multiple tasks, interacts with the public, and meet deadlines.
- Skill in photography, research and technical analysis of planning-related information.
- Skill in operating a personal computer and maintain a computer database.
- Ability to communicate effectively, both orally and in writing.
- Ability to make sound assessments and recommendations based on research.
- Ability to establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment and may involve outdoor work sites. There may be occasional need for light lifting. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

MINIMUM QUALIFICATIONS: Master's degree with a major in Urban Planning, Historic Preservation, or closely related field, and three (3) years experience in a historic preservation program, including one (1) year lead work or supervisory experience, or any equivalent combination of training and experience.