

HISTORIC PRESERVATION OFFICER

JOB DESCRIPTION

Classification Responsibilities: A Historic Preservation Officer is responsible for coordinating, promoting, and implementing the City's Historic Preservation Program. This position functions as the designated Historic Preservation Officer for the City and is the primary contact for historic preservation activities. Duties include developing and administering City policies and procedures for the protection of cultural and historical resources; ensuring that City activities comply with historic preservation regulations; and providing technical, architectural, design, historical, and policy guidance to City staff, City Council, governmental officials, boards and committees, and regional, state, and national preservation agencies. The Historic Preservation Officer also provides information and technical assistance to property owners, private development interests, and the general public; provides staff assistance in the implementation of the policies, goals, and programs of the Historic Preservation Board; maintains the City in good standing as a Certified Local Government (CLG); and carries out the duties of Historic Preservation Officer as mandated by the State of Arizona Historic Preservation Office. In addition, this position works with state, regional and national historic preservation entities to further historic preservation in the City of Mesa. This position may supervise. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the Planner II classification by the responsibility for functioning as the designated Historic Preservation Officer for the City and overall responsibility to ensure the City is in good standing as a Certified Local Government (CLP), executing policies, goals, and programs of the Historic Preservation Board, and following mandates established by the State of Arizona Historic Preservation Office. The Historic Preservation Officer performs work that requires a broad knowledge of the principles and techniques of the historic preservation and professional planning and development fields. Work requires considerable independent judgment and initiative in combining a broad scope of historic preservation and professional planning knowledge and analytical judgments in order to resolve a variety of complex, technical problems. Incumbents are required to carry out assignments without detailed instruction or guidance. This class is supervised by the Planning Director who assigns and reviews work through meetings, conferences, evaluations, reports, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Historic Preservation, Architecture, Urban Planning, or a related field. Considerable (3 - 5 years) progressively responsible experience in promoting historic preservation programs to protect cultural resources.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Master's Degree in Historic Preservation, Architectural History, Archaeology, Anthropology, Architecture, Urban Planning, History, Art History, or closely related field. Three years supervisory experience. Considerable (3-5 years) progressively responsible experience in the protection and management of cultural resources in local or state government, or the private sector.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, private development interests, City Council, other government agencies, boards and committees, local tribal governments, and property owners to explain historic preservation policies and procedures and discuss program activities. Prepares and presents various comprehensive reports to boards, agencies, and the general public, including written recommendations regarding zoning case staff reports, and requests for approval of design modifications to site plans and building evaluations. Organizes findings and prepares reports, written records, ordinances, memoranda, plans, and studies on programs, projects, and activities for the Historic Preservation Board and City Council. Prepares and presents reports on project analyses, position papers, proposed strategies, and other information. Meets with property owners and private developers to review and discuss historic preservation policies and procedures, code guidelines, and City policy for requested uses and modifications to historic resources. Conducts community-wide training and awareness activities on historic preservation issues.

Manual/Physical: Operates a motor vehicle requiring a standard Arizona Driver's License to visit historic preservation-related properties. Attends meetings with contiguous jurisdictions, tribes, and the county and state on common historic preservation activities and in cultural and archaeological areas. Attends meetings of the City Council, the Historic Preservation Board, other boards and committees, neighborhood and/or property owners, and makes presentations regarding proposed projects. Uses a personal computer in order to view, revise, or create reports, databases, maps, graphics, or spreadsheets. Perceives the full range of the color spectrum in order to review building elevations and site plans for compliance with City design guidelines and to accurately determine multiple colored zoning patterns. Uses engineering and architectural scales to measure drawings in order to determine property dimensions, location, and compliance with City standards. Inspects or reviews building sites regarding compliance with zoning and historic preservation stipulations.

Mental: Plans, coordinates and supervises the work of staff involved in historic preservation functions. Translates the goals, objectives, and policies of the Historic Preservation Board into programs, projects, and activities. Provides technical, architectural, design, historical, and policy guidance to City staff, government officials, boards, committees, and regional, state, and national preservation agencies. Performs Section 106 and zoning impact reviews and forwards recommendations to the state Historic Preservation office. Conducts site plan reviews and makes recommendations and/or decisions on proposed changes for historic sensitive properties. Assists neighborhoods and/or property owners through the process of establishing local and national registered historic districts and landmarks. Promotes the historic preservation program and makes presentations to a variety of groups and the media on historic preservation issues. Writes and administers grants for historic preservation activities. Enforces the Historic Preservation Ordinance. Defines and reviews issues of historic preservation as they relate to the City. Performs activities related to the retention of the CLG designation. Develops and

implements neighborhood historic designations and other special projects. Administers the Historic Preservation Awards program. Serves as secretary to the Historic Preservation Board.

Knowledge and Abilities:

Knowledge of:

principles and practices of historic preservation programs, City policies and ordinances, City zoning codes, site plan review methods, urban planning and design principles;
federal, state, and local laws and standards pertaining to historic preservation;
funding sources for historic preservation;
research techniques and report writing;
personal computer software applications, particularly spreadsheet applications; and
modern principles and practices of supervision.

Ability to:

translate goals and objectives into workable plans, programs, and activities;
develop policy and initiate ideas and recommendations to City agencies and the Historic Preservation Board;
perform research, write reports, and make effective oral presentations;
work cooperatively with other City employees and the public;
communicate verbally with customers, clients, or the public in face-to-face one-on-one settings, in group settings, by written means, or by telephone;
comprehend and make inferences from written materials such as census data, surveys, or governmental document reports;
produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
perform a broad range of supervisory responsibilities over others; and
establish and maintain effective working relationships with management, staff, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 07/25

TC/lv

CS4978.DOCX (Full-time)

CS5095 (Part-time)

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security- N

PAY GRADE: 55

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IND-9410

SWORN-No

Non-DOT Random- N

CDL- N
RESP- N

DOT- N
INCREMENTS 50-200