



**City of Phoenix**

## **HISTORIC PRESERVATION OFFICER**

**JOB CODE 18200**

Effective Date: 09/92

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to develop and direct the programs of the Historic Preservation Commission, and to 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 incumbent performs administrative acts required by the Historic Preservation Ordinance, including giving notice, researching background material, preparing reports and recommendations, and receiving and processing appeals. Work includes 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 defines and reviews the issues of historic preservation as they relate to the City, develops alternative solutions to problems, evaluates special programs and City-sponsored projects, and works with the private sector and local, state and national organizations. Direct supervision is exercised over the classifications of Historic Preservation Planner, Lead Historic Preservation Planner, Secretary II, and Planner III. The Historic Preservation Officer works under the general supervision of a Deputy Planning Director.

### **ESSENTIAL FUNCTIONS:**

- Translates the goals, objectives, and policy of the Historic Preservation Commission into programs, projects, and activities;
- Oversees administration of Historic Preservation Bond Fund expenditures, including budgeting, preparation of financial reports and project accounting;
- 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 Commission regarding historic preservation overlay zoning applications;



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- Evaluates and makes recommendations and/or decisions on proposed changes for historic preservation-zoned properties (Certificate of No Effect and Certificate of Appropriateness);
- 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;
- Enforces the Historic Preservation Ordinance;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required 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 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.
- 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.



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- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of 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 which meet the minimum requirements may be substituted.