



JOB DESCRIPTION

Job Information:

<u>Job Title:</u>	<u>Reports To:</u>	<u>Date:</u>
Historic Preservation Officer	Director, Neighborhood and Business Services	November 17, 2016
<u>Classification:</u>	<u>SPN:</u>	<u>Pay Range:</u>
M&P - A	839	51

Nature of Work:

Performs independent supervisory, professional and management work in the administration of the Historic Preservation Department. Employee is required to independently analyze facts and to use innovation and creativity in determining the proper course of action. Errors in administration of financial incentive applications might cause a significant loss of time or money, or involve legal action against the City. Duties require independent judgment and action within city policies in work programming, budgeting, resource and personnel management and public policy. Requires managerial skills as well as technical expertise in historic preservation. Employee serves in the capacity of Historic Preservation Officer for the City of Spokane and Spokane County.

Supervision:

Works independently with little direction from supervisor to perform managerial and technical duties. Has staff responsibility for budget preparation, department management, program planning and coordination. Has supervisory responsibility over professional and support personnel and assumes full responsibility for the actions of subordinates. Reports directly to the Neighborhood and Business Services Director.

Examples of Work:

- Plans, directs and coordinates the city-county historic preservation program, including the program budget.
- Outlines studies and acts as supervisor in the direction and preparation of reports and plans and in the preparation and administration of the historic preservation element of the comprehensive plan for the city and county.



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- Maintains Certified Local Government status for city and county, implementing the program responsibilities. Maintains Interlocal Agreement between the city and county for ongoing services as well as with incorporated communities within the county who have interlocal agreements for services. Presents reports and recommendations to appointed and elected officials.
- Organizes, supervises, and presents staff recommendations for City-County Landmarks Commission review and conducts public hearings for processing of applications for designations, tax incentives, and design review, some in which the Commission acts in a quasi-judicial capacity.
- Establishes and maintains records for the Commission. Trains new Commission members.
- Evaluates architectural design for compliance with Management Agreement in reference to the Secretary of the Interior's Standards for Rehabilitation. Makes recommendations to the Landmarks Commission regarding design review.
- Evaluates Special Valuation Tax incentive program applications for compliance in design and expenditures, and makes recommendations to the Landmarks Commission for approval or denial.
- Prepares grant applications. Implements grant projects and prepares appropriate grant reports.
- Routinely works with the Building Department to discuss IEBC code requirements to come up with alternatives that will not damage character-defining features of historic properties.
- Manages consultant contracts, prepares requests for proposals, selects consultants, oversees contract compliance, approves payments.
- Acts as an advisor to historic preservation groups to promote historic preservation.
- Works extensively with the public on all matters of Spokane's history and historic preservation, through direct contact, presentations to community and professional groups, as well as representing the City and County at statewide and national levels.

Requirements of Work:

- Expert knowledge of the principles and practices of historic preservation.
- Knowledge of federal historic preservation laws and standards, including the Secretary of the Interior's Standards for Rehabilitation and the National Register Criteria for Evaluation.
- Considerable knowledge of the Section 106 review process, preferably a graduate of the GSA Introduction to Federal Projects and Historic Preservation Law training course.



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- Considerable knowledge in the areas of preservation law and both local and federal tax incentives.
- Sufficient knowledge of various disciplines (e.g., Planning, Community Development, Building Permitting, Urban Design, GIS) to effectively communicate with other city departments and local agencies.
- Ability to develop and maintain a departmental budget.
- Ability to prepare clear and accurate written and verbal reports, studies and recommendations.
- Ability to establish and maintain effective working relationships within the public and private sectors; city officials, community organizations, citizens and the media.
- Considerable problem-solving ability, including the formulation of substantial recommendations.
- Ability to maintain and add web content to the Historic Preservation Department's web page.

Working Conditions and Physical Demands:

- Ability to read fine print.
- Ability to converse on telephone.
- Ability to communicate with large groups.
- Enough manual dexterity to write clearly.
- Stamina to sit several hours at a time and undertake field inspections of historic properties.
- Stamina to work more than a 40-hour week.
- Ability to lift light to medium weight objects.

Minimum Qualifications:

Any combination of education and experience which would provide the required knowledge, skills and abilities, is qualifying. Generally this would include:

Graduation from an accredited four year college or university with a master's degree in architectural history, architecture or related field with emphasis in historic preservation, and at least two (2) years experience in historic preservation, urban and regional planning or community development. Preference will be given to a Master's Degree in historic preservation, architecture, or related field.



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Behavioral Standards:

As an exempt employee of the City of Spokane, the Historic Preservation Officer is subject to the City’s code of Ethics set forth in Chapter 1.04A of the Spokane municipal Code. As such, “It is the policy of the City of Spokane to uphold, promote and demand the highest standards of ethics from all of its employees shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their City position, authority or resources for personal gain.”

Theresa M. Sanders, City Administrator

Date

Christine M. Cavanaugh, HR Director

Date