



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	Chief of Historic Preservation(5003)	Opening date	December 5, 2017
Department	Planning and Zoning	Closing date	December 19, 2017
Salary range	\$75,398 - \$120,637 (A17)		

GENERAL STATEMENT OF DUTIES: Responsible to the Director of Planning and Zoning, the Mayor and the Historic Preservation Commission for historic preservation functions and compliance with state and federal preservation standards and regulations including the federal/state Certified Local Government program. Principle liaison between the Historic Preservation Commission and the City and property owners and/or developers for all development projects in the historic district, including City and state capital projects. Responsible for historic research, design, supervising employee responsible for ensuring procedural due process, providing training for commissioners and representing preservation in Annapolis at the state and national level: mentoring interns in preservation and architecture and related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is historic preservation, planning and administrative work on a high professional level performed under the general direction of the Director of Planning and Zoning. It requires a thorough understanding of architectural history, preservation planning and procedures at a local, state and national level, and an understanding of the principles and practices of planning at a municipal level. The administrative and supervisory aspects require managerial skills and experience; the external liaison duties require excellent communication and interpersonal skills and judgment.

EXAMPLES OF WORK: (Illustrative only)

- < Reviews applications for development within the historic district;
- < Attends all hearings or commission meetings, City Council and subcommittee meetings related to properties or legislation effecting the historic district;
- < Reviews and prepares comments for commissioners and applicants prior to public hearings;
- < Reviews all City initiatives affecting the historic district or preservation programs;
- < Advises applicants, architects, and contractors on HPC standards and procedures;
- < Evaluates drawings and construction materials and techniques;
- < Monitors approved projects, identify violations and coordinate compliance;
- < Analyzes zoning and other code changes affecting the historic district;
- < Reviews conditional use and variance applications for projects within the district;
- < Supervises Historic Preservation Assistant in maintaining records, posting hearings, advertising, distribution of documents, issuing approvals. purchasing and disbursement; preparing components of the federal Certified Local Government report;
- < Writes grant applications and prepare reimbursement requests. write final reports; negotiate contracts, evaluate bids and review products of consultants and contractors;
- < Represents the City on the Annapolis, London Town and South County Heritage Area; and the Goucher College Advisory Committee for the Annapolis Certificate of Historic Preservation Program;
- < Conducts historic research and prepares written material on Annapolis history, architecture and gives presentations;
- < Prepares publications to assist development planning in the district, to educate the residents and visitors about

the City's history and architecture, prepare and present lectures for local colleges universities and tourism programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles and practices of historic presentation, specialized knowledge in historic American architectural styles and building techniques, familiarity with the practical application of zoning in preservation, excellent writing and oral communication skills: grant writing; budget and capital project management; sound judgement, ability to work with property owners and building contractors; ability to clearly articulate city land use policy to diverse groups; work load management; and ability to elicit and articulate community values as they relate to the historic district. Specific skills include analytical and interpretational skills; ability to work with the public, boards and commissions; negotiation and consensus-building abilities; strong organizational skills and the ability to effectively manage several projects simultaneously; public speaking/presentations and writing skills; ability to read architectural drawings and site plans; and managerial and administrative abilities. Excellent oral and written communication skills; ability to deal with the public; ability to exercise sound judgement.

ACCEPTABLE EXPERIENCE AND TRAINING: M.A. in historic preservation, architectural history, preservation planning, urban planning or a related field. Experience in cultural resource planning/management, historic site survey experience preferred; participation in the nomination of properties to the National Register of Historic Places; familiarity with National Register criteria, the federal guidelines for rehabilitation and the Federal 106 review process. Five years progressively responsible experience in long-range planning in a municipal agency or private sector.

AMERICANS WITH DISABILITIES ACT:

Physical ability: strength and agility sufficient to climb into and operate a passenger motor vehicle; to ambulate over rugged terrain, etc.; to stand for long period while making planning presentations; ability to withstand working outside in bad weather conditions.

Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.;

Hearing ability: sufficient to hold conversations with other individuals both in person and over a telephone and radio.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties ad describe.

Application process

Candidates must complete a City of Annapolis application form. The application is on-line at www.annapolis.gov and must be filed by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, gender identity or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.