

## **HISTORIC PRESERVATION SPECIALIST**

### **DEFINITION**

Under general direction, coordinates the City's historic preservation program. Responsible for the identification, evaluation, documentation and registration of significant archeological and historic properties.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Division Manager or designee. May exercise supervision over assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

The Historic Preservation Specialist is responsible for the City's historic preservation program. Incumbents are responsible for developing, interpreting, implementing, and enforcing policy and methods related to historic preservation. Incumbents are responsible for identification, evaluation, documentation, registration, planning, education and treatment programs and activities designed to protect the City's significant archeological and historic properties. Incumbents must demonstrate the ability to work well with a wide diversity of groups. This Historic Preservation Specialist will review properties for eligibility to the local, State and National Register of Historic Places, draft nomination forms, provide oversight to architectural survey contracts, perform cultural resources database management, and provide recommendations regarding preservation review.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*may include, but are not limited to the following:*

Implements and maintains the City's historic preservation program and ordinance.

Creates and prepares a variety of reports and correspondence.

Reviews complex reports, project plans and applications.

Develops strategies for the preservation and management of archeological and historic properties.

Works closely with cooperating agencies, committees, and interest groups in carrying out various activities associated with historic preservation programs, projects and services.

Manages historic preservation grant applications and recommends projects for funding.

Maintains comprehensive collections for photographs, files and technical data.

Evaluates historic sites and building nominations to determine if they meet local, State, or

National Register requirements.

Meets with the department director, division managers and other key department staff to share information and discuss issues regarding projects, policies and programs, and to determine priorities and resource management issues on a regular basis.

Negotiates and resolves program, project, and policy issues and/or conflicts with other departments and community business stakeholders.

Educate staff, property owners, and the public on the history of Fresno and the benefits of preservation.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Historic preservation, redevelopment, and business development principles and practices.

Methods and procedures required in order to carry out the relevant programs of historic preservation planning such as; National Register of Historic Places, evaluation, environmental review, grants, technical preservation services, survey, archeology, public information and/or curation of historic properties.

Applicable Federal, State, and local laws, codes, ordinances, policies, procedures, rules and regulations.

Technical, legal, and historic resources management practices and procedures as they apply to architectural history and history buildings, structures, districts and landscapes.

#### **Skill to:**

Use modern office equipment and applicable software applications.

Manage historic and recreational sites.

Evaluate properties in accordance with local, state, and national criteria and integrity requirements.

Build coalitions which include motivating, negotiating, and persuading stakeholders into a course of action.

**Ability to:**

Communicate effectively in oral and written form.

Use a variety of personal computer business software applications to prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Understand and follow written and oral instructions.

Establish and maintain effective working relationships with businesses, planners, civic groups, governmental agencies and the public.

Lead and unite a diverse community of stakeholders with competing priorities to develop, manage, and promote a single vision for the City of Fresno and align all activities with that vision.

Present reports in a clear and effective manner at meetings, conferences and hearings.

**MINIMUM QUALIFICATIONS**

Possession of a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history OR graduation from an accredited college or university with a Bachelor's Degree in architectural history, art history, historic preservation or a closely related field; AND two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution;

**OR**

Possession of a graduate degree in history or closely related field OR graduation from an accredited college or university with a Bachelor's Degree in History; AND at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution OR substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid California Driver's License at time of appointment.

Incumbents in this classification must meet the minimum professional qualifications pursuant to. Code of Federal Regulations, 36 CFR Part 61

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 9.22.17

NEW: 9/22/17