



CITY OF WILMINGTON
invites applications for the position of:
**Historic Preservation
Planner**

SALARY: \$1,968.00 - \$2,460.00 Biweekly
\$51,168.00 - \$63,960.00 Annually

OPENING DATE: 06/08/20

CLOSING DATE: Continuous

DESCRIPTION:

The City of Wilmington is looking for a Historic Preservation Planner to coordinate activities for the city's historic preservation program, including acting as staff to the historic preservation commission; ensuring compliance with local ordinances as they relate to historic districts, providing technical assistance to city departments, property owners, and organizations; maintaining records and databases; researching preservation issues; and applying for and administering grants. This is accomplished by coordinating planning and research efforts, accepting and reviewing certificate of appropriateness (COA) applications, including issuing administrative approvals; preparing agendas; attending meetings; presenting information; drafting documents; consulting with staff and legal representatives; coordinating compliance activities; and monitoring grant activities. Other duties include developing programs and educational activities and maintaining records.

Note: We will continue to accept applications until the position is filled.

JOB DUTIES:

Implement design standards and land development code by issuing certificates for projects by meeting with applicants and reviewing applications, preparing reports, making site visits, drafting orders, preparing agenda items, developing and presenting information to commission members, acting as liaison to applicants, managing demolition by neglect cases, and maintaining records of information.

Follow projects to completion by interacting with code enforcement staff and reviewing code enforcement activities, communicating with related departments, working with legal staff, and interacting with property owners.

Manage grant activities by working with historic preservation offices and councils; ensuring compliance with all local, state, and federal regulations; reviewing new projects and demolitions; and preparing and delivering documentation for requests or reviews.

Coordinate tax credit and historic landmark designations by meeting with individuals, reviewing tax credit applications, ensuring designations meet all regulations and policies, including site plan review and certificates of appropriateness, presenting applications to the historic preservation commission and city council, reviewing and submitting pay requests, and working with owners.

Manage long-range planning efforts by maintaining historic district inventories, implementing the city's comprehensive plan, preparing applications for new historic districts or expansions of existing districts, developing applicable small-area plans, and other related policies and plans.

Represent the department by responding to requests for service and research; collaborating with employees and the public; presenting information to commissions, boards and the public; and making site visits.

REQUIRED QUALIFICATIONS:

Education and Experience: At least three years of related professional experience with a Bachelor's degree or higher in Historic Preservation, Architectural History, Public History or related field of study.

Other Requirements: Valid Driver's License

Notes: Driving history check required for the selected candidate. Selected candidate will also be required to complete a post-offer drug screen.

PREFERRED QUALIFICATIONS:

At least five years of related professional experience with a Master's degree in Historic Preservation, Architectural History, Public History or related field of study. The ideal candidate:

- Excels at writing and communication in order to share ideas, work with others, and express complex concepts in a simple and clear format;
- Has some experience with zoning, land use, and urban planning; Section 106 review; documentation of buildings, places, and landscapes, including survey and architectural photography; building materials conservation; archival research; and preservation advocacy;
- Can read architectural drawings; and
- Has a working knowledge of GIS and SketchUp or other design software.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.wilmingtonnc.gov/jobs>

Position #20-00040
 HISTORIC PRESERVATION PLANNER
 CR

PO Box 1810
 115 N. 3rd Street, 5th Floor
 Wilmington, NC 28402
 910-341-7840

Employment@wilmingtonnc.gov

Historic Preservation Planner Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes
- * 2. Which best describes your highest level of education?
- High School Diploma or GED
 Some College
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate Degree
 None - N/A
- * 3. How many years of professional experience do you have in historic preservation planning or another closely related field of work?
- I have no experience
 less than 1 year
 1 year to less than 3 years
 3 years to less than 5 years
 5 years to less than 10 years
 10 years or more
- * 4. Please identify the company/agency/organization where you gained the experience described in question #3. Note: These employers must be listed in the work history section on your employment application to receive credit. Entering "N/A" or "See Resume/Application" does not qualify as an acceptable response.

* 5. Describe your professional experience working with GIS, SketchUp or other design software.

* Required Question