



City of Spokane

An invitation to apply for the position of

Historic Preservation Officer \$66,419.28 to \$81,599.04 Annually

Plus excellent benefits

Application Deadline: Open Until Filled

First review will be of applications received by May 2, 2014.

Spokane, Washington
Near Nature, Near Perfect

in the capacity of Historic Preservation Officer for the City of Spokane and Spokane County.

Nestled in the Inland Northwest at the foothills of the Rocky Mountains, Spokane, Washington, is a vibrant growing community that still has a small-town feel. Spokane's affordable housing, growing arts and theater community, and fine colleges and universities make it a choice destination for families and working professionals alike, and outdoors enthusiasts will relish Spokane's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Spokane is the business hub of the Inland Northwest, with an international airport, multiple business and industrial parks, and high-tech infrastructure that includes the downtown wireless HotZone. With seventeen local golf courses, award-winning local wineries, Broadway plays at the Opera House, Spokane is a fantastic place to put down roots. There's something here for everyone.

Nature of Work:

Performs independent supervisory and professional work in the administration of the Landmarks Commission and Historic Preservation functions. Employee is required to independently analyze facts and to use innovation and creativity in determining the proper course of action. The purpose of this position is to provide oversight and coordinate activities of the city-county historic preservation program, including the program budget. Duties require independent judgment and action within city policies in work programming, budgeting, resource and personnel management and public policy. Requires facilitation and supervisory skills as well as technical competence in historic preservation and adaptive reuse. Employee serves

Supervision Received and Given:

Work is performed with considerable independence within the framework of general policies and regulations. General objectives are established and the employee is required to select their own method of attainment, referring only unusual cases to the supervisor. Has staff responsibility for budget preparation, program planning and coordination. Has supervisory responsibility over professional and support personnel and assumes full responsibility for the actions of subordinates.

General Functions:

- 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.
- Maintains Certified Local Government status for City and County, implementing the program responsibilities. Maintains and manages the Interlocal Agreement between the city and county for ongoing services. Presents reports and recommendations to appointed and elected officials.
- Organizes and supervises City-County Landmarks Commission review and conducts public hearings for processing of applications for designations, tax incentives, and design review, some

Examples of Work:

- Establishes and maintains records for the Commission. Trains new Commission members.
- Consults with and provides counsel and advice to City staff, architects, contractors and applicants regarding interpretation and conformity qualifications with the International Existing Building Code (IEBC) regulations.
- 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.
- Manages consultant contracts, prepares requests for proposals, selects consultants, oversees contract compliance, and approves payments.
- Acts as an advisor to historic preservation groups to promote historic preservation.

Requirements of Work:

Knowledge of:

- The principles and practices of historic preservation.
- 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.
- The application of the IEBC to qualified properties.
- Considerable knowledge in the areas of preservation law and tax incentives.
- Various disciplines (e.g., Planning, Development, Building adaptive reuse, Permitting, Urban Design and GIS) to effectively communicate with other City departments and local agencies.
- MS Office, specifically Word, PowerPoint, Excel, and Outlook.

Ability to:

- Interpret and apply Federal, State, local and departmental policies, procedures, laws, and regulations; and IEBC regulatory codes and City Municipal Code.
- Develop and maintain a program budget; consults with staff and assists in resource planning and development of annual budget estimates; reviews, compiles



information and documentation in preparation for producing reports and/or drafts reports related to budget and resource planning issues.

- Ability to think creatively and be innovative in problem-solving, including the formulation of substantial recommendations.
- Perform required City-County historic preservation program assignments with considerable independence, initiative, and judgment; organize and prioritize work; and facilitate and coordinate resolutions to highly visible and politically sensitive program issues in a professional manner.
- Prepare well-organized and accurate documents such as written and verbal reports, studies and recommendations; speak clearly and concisely in order to express ideas and communicate work-related information to a variety of individuals and groups.
- Establish and maintain effective working relationships within the public and private sectors; commissions, city officials, community organizations, citizens and the media.
- Proficiently utilize work-related computer applications and specialized capital management software, including MS Office Suite and the Internet.

Working Conditions and Physical Demands:

Work is conducted primarily in an office setting. It also involves local travel to other Parks & Recreation facilities and frequent attendance at meetings, including many that are conducted on weekends or during the evening. May require some out-of-town travel. Incumbent is expected to communicate verbally, in person, and by telephone. A computer is used and may require the use of repetitive arm-hand movements. The incumbent must be able to occasionally lift and/or move up to 20 pounds.

Minimum Qualifications:

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

Graduation from an accredited four-year college or university with a bachelor's degree in architectural history, architecture or related field with emphasis in historic preservation, AND at least three (3) 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.

A valid driver's license or otherwise demonstrated ability to get to and from multiple work locations as required

Behavioral Standards:

An employee in this classification will be respectful, courteous, and friendly to customers, other City employees, and City leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other City employees. Work cooperatively and effectively with co-workers, managers and members of the public. Positively represents the City, maintaining the trust City residents have placed in each of us. Demonstrates honest and ethical behavior.

Benefits

The City offers an attractive benefits package including:

- Medical
- Dental
- Vision
- Prescription
- Life Insurance
- Vacation
- Sick Leave
- Holidays
- Deferred Compensation
- Other additional benefits.

To Apply:

To apply, please submit a cover letter, résumé, exempt application and your responses to the supplemental questionnaire to the address listed or you may fax it to (509) 625-6379. The exempt application is located at www.spokanecity.org/jobs. **Your résumé, cover letter, exempt application and response to the supplemental questionnaire must be received for your application to be complete.**

City of Spokane Human Resources
808 W Spokane Falls Blvd, 4th floor
Spokane, WA 99201

This position will remain open until it is filled. The first review of applications will occur during the week of May 5, 2014. Applications received prior to 5:00 p.m. on May 2, 2014 will be included in that review..

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Spokane is proud to be an Equal Opportunity / Veteran's Preference Employer

