



The City Beautiful

City of Coral Gables Job Description

Job Title:	Historic Preservation Officer	Prepared Date:	8/08
Department:	Historic Resources	Approved By:	Dona Lubin
Classification:	2005	Approved By:	Marjorie H. Adler
Pay grade:	34E		
FLSA:	Exempt		

Summary

This is responsible, professional and technical work overseeing the City's historic preservation and museum activities, including operations and programming endeavors. Responsibilities include reviewing, analyzing and making recommendations to the Historic Preservation Board. These recommendations are the sole responsibility of the Historic Preservation Officer and are made independently of any other City employee. Work involves responsibility for coordinating the activities of the Historic Preservation Board, Pinewood Cemetery Advisory Board and Coral Gables Merrick House Governing Board or other related boards or committees. Exercises considerable initiative and independent judgment under the general direction of the department Administrator.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Initiates and develops programs, prioritizes assignments and ensures completion.

Responsible for and enforces the provisions of the historic preservation regulations as related to the historical resources of the City. Identifies and acts on current and developing issues impacting the preservation of historic resources.

Serves as Secretary to the Historic Preservation Board including schedules, agendas, and proper notifications.

Provides educational material and instruction to members of the Historic Preservation Board, general public, students and other municipalities.

Prepares designation reports, which establish and define the historic significance and character of the proposed designated historic landmarks and historic landmark districts and all other items as described in the preservation ordinance.

Prepares National Register of Historic Places nomination proposals.

Provides applicable advice, standards, guidelines and procedures to prospective applicants for Certificates of Appropriateness for historic landmarks or historic landmark districts.

Reviews applications for Certificates of Appropriateness, which may include a field check of the site and referral to other departments or agencies as necessary, to determine any adverse effect upon the public welfare; and approve or deny standard Certificates of Appropriateness.

Develops and maintains a survey and record of unique historically or architecturally significant sites, districts or zones within the City.

Maintains and updates an official inventory delineating historic landmarks and a photographic documentation of all officially designated historic landmarks and historic landmark districts.

Prepares summary reports of all decisions on applications for all Certificates of Appropriateness for designated historic landmarks and historic landmark districts including criteria and conditions for approval or denial.

Issues all approved Certificates of Appropriateness for designated historic landmarks and for properties within historic landmark districts.

Reviews and approves all final development plans for designated historic landmarks or historic landmark districts, for compliance with terms and conditions of applicable Certificates of Appropriateness, prior to issuance of any building permit.

Works with state, county, other local governments, other City departments, public agencies and private group as required to provide a continuing effort to protect and preserve significant elements of the manmade and the natural environment through public education and encouragement of sound conservation policies.

Issues letters determining the historical significance of a property.

Prepares articles for publication and coordinates television programs about Coral Gables history. Responsible for the City's archives including photographic collection.

Responsible for the day-to-day operation of the Coral Gables Merrick House Museum and provides information or reports about the house museum to the City Manager, upon request.

Serves as Secretary to the Pinewood Cemetery Advisory Board.

Serves as a liaison to the Coral Gables Museum for the City.

Initiates, prepares and submits grant proposals; ensures compliance with awarded grants.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Comprehensive understanding of the United States Secretary of the Interior's Standards for Rehabilitation, Federal laws pertaining to preservation such as the Historic Preservation Act of 1966 and ad valorem tax relief programs is required. Must be experienced and knowledgeable with respect to architectural history, local history, landscape materials, site planning and land use regulations. Excellent written and oral communication skills are required. Ability to establish and maintain effective working relationships with co-workers, officials, and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Considerable amount of time spent using computer. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or equivalent.

Master's degree in Architecture, Art History, Architectural History, Historic Preservation or a related field from an accredited college.

Minimum of 5 years experience in historic preservation, including supervisory experience.

Museum experience preferred.

Appropriate experience and/or credentials may be substituted for some requirements.