



# CLASS TITLE | HISTORIC PRESERVATION PLANNER

PAY GRADE: AT-44| [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2648

Effective Date : 03/22/2023

**PURPOSE OF THE CLASSIFICATION:** Under general supervision, performs professional level work in developing and maintaining the City of Tulsa historic preservation program through planning, policies, procedures, and programs designed to promote neighborhood stabilization and improved quality of life for residents; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Serve as Historic Preservation Officer for the City of Tulsa
- Performs professional planning work and implementation for the historic preservation program
- Develops, recommends, implements and evaluates City policy related to historic preservation
- Translates the goals, objectives and policies of the Preservation Commission into actionable programs, projects, and activities
- Oversees the administration of Certified Local Government (CLG) grants and other preservation grant expenditures, including budgeting, managing contracts, working with consultants, project management and monitoring, and preparation of reports
- Provides architectural, historical, technical, design, and policy guidance to internal and external customers
- Coordinates work from applicable sections of the National Historic Preservation Act and Historic Preservation Zoning programs, including design review and guidance and zoning map amendments
- Facilitates surveys and National Register nomination projects, maintaining the City's historic resource inventory files
- Makes presentations to a variety of groups and to the media regarding historic preservation issues
- Conducts community-wide training and educational workshops on historic preservation topics
- Consults on plan components and other planning work related to historic areas/resources and develops historic contexts
- Demonstrates continuous effort to improve operations and turnaround times, streamlining work processes, and working cooperatively and jointly to provide high quality customer service to the public
- Reports to work on a regular and timely basis

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

## QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in a field relevant to the essential tasks listed in this job description; **and,**
- (b) Five (5) years' experience relevant to the essential tasks listed in this job description

## Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the principles and practices of historic preservation and urban planning
- Considerable knowledge of applicable local, state and federal laws pertaining to preservation, planning and preservation
- Research and report writing, statistical analysis, and program design
- Historic preservation methods, principles, terminology and technologies
- Architectural and design terminology and principles
- Cultural preservation methods, principles, terminology and techniques
- American architectural history



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- Tulsa history
- Historic American Buildings Survey (HABS) and the Historic American Engineering Record (HAER) documentation standards
- Federal, state and local legislation, regulations and procedures as related to historic preservation
- Federal, state, local and private historic preservation incentive programs
- Federal, state, and local historic designation programs
- Methods and techniques of problem solving, research procedures, and public relations

#### Ability to:

- Carry planning assignments to completion through the formulation of creative planning solutions
- Communicate effectively both verbally and in writing
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve objectives and cause action or understanding
- Understand, apply, and comply with complex laws, regulations, and procedures
- Make time critical decisions with significant legal and financial implications based on complex preservation, architectural, and legal information
- Comprehend and utilize historic and contemporary maps and architectural and engineering plans, specifications, and models.
- Undertake historical research with primary and secondary sources
- Present data and concepts clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with other governmental agencies, civic associations, advocacy groups, legal and design professionals, and the general public
- Utilize computer applications including databases, digital photography, publishing software, and mapping/ land use programs

#### Skill in:

- Planning and organizing
- Using computers and related software
- Delivering presentations to a wide variety of audiences
- Project management

**Physical Requirements:** Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

#### Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and,**
- b) *American Institute of Certified Planners (AICP) certification or American Institute of Architects (AIA) license is preferred.*

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting. Requires significant time working with districts outside of the office both during and outside of normal work hours.

**EEO Code: N-02**

**Group: Clerical and Administrative**

**Series: Urban Development**