



CITY OF NEWPORT, RHODE ISLAND

C A R E E R O P P O R T U N I T Y

Position Title:	PRESERVATION PLANNER
Posting Date:	Monday, October 3, 2022
Closing Date:	Monday, October 17, 2022
Department:	Planning & Economic Development
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • The Historic Preservation Planner is responsible for providing professional expertise on historic preservation, architecture and neighborhood planning issues to a wide variety of constituents, including city administration, appointed commissions and residents/property owners. • Staff/Technical assistance to Historic District Commission, including review of HDC applications, preparation of staff reports and electronic distribution of HDC packets. • Schedules and attends regular HDC meetings and ensures that all legal posting requirements are met. • Assistance to HDC applicants through project design and completion process. • Ongoing review of projects, including checking compliance with approvals, coordinating violation citations with the Zoning Officer. • Ongoing review/approval of building permits within historic district boundaries. • Participate in several standing committees to represent historic preservation interests. • Reviews and recommends updates to policies and City Ordinances as necessary. • Collaborates with SHPO, HDC Commission and other local Preservation stakeholders as necessary.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • Master's degree in architecture, historic preservation, community planning or a related field of study with a minimum of three to five- (3-5) years related experience working with local historic district commissions, historic preservation, community and municipal government; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. • Thorough knowledge and understanding of architectural history, preservation planning and procedures involved at a local, state and national level; thorough knowledge of the methods and procedures required in order to carry out the relevant program of historic preservation planning such as National Register of Historic Places, environmental review, grants, technical preservation services, survey and archeology; knowledge of City planning and zoning principles; knowledge in cultural resource planning/management and historic site survey. • Excellent writing and verbal communication skills and the ability to effectively make oral presentations; proficient in the use of office automation applications and digital platforms to disseminate information. • Must be able to attend evening meetings.

Licenses/Certifications:	<ul style="list-style-type: none"> Valid Operator's License
Pay and Hours Per Week NEARI Grade: N05 Min. Salary: \$33.00 Hrly Max. Salary: \$44.34 Hrly Hours per week: 40 FULL BENEFITS OFFERED	<p style="text-align: center;">Submit resume and/or completed application to:</p> <p style="text-align: center;">Michael J. Coury, Director of Human Resources Human Resources Department City Hall – 43 Broadway Newport, Rhode Island 02840</p>

An Equal Opportunity and Affirmative Action Employer

APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.

www.cityofnewport.com

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