

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 12/09/96
Revised: 05/19/97, 04/06/05, 09/07/22

HISTORIC PRESERVATION AND NEIGHBORHOOD PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized professional planning position with primary work assignments focused on the areas of historic preservation and neighborhood planning. In addition to these responsibilities, the incumbent performs general professional planning duties in the office and in the field. General direction and project assignments are received from the Director of Planning and Development. The details of the work are independently planned and carried to completion. Work is performed independently with other planners both as support and lead staff. Supervision may be exercised over consultants, interns, and student assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and administers the work plan for the City's historic preservation program, including regulatory, planning, educational and training functions;

Provides technical assistance and administrative support to the Landmarks Preservation Commission, including designation and design review as set forth in the Ithaca Landmarks Preservation Ordinance, the Commission's Rules of Procedure and state and federal standards;

Designs, supervises and performs surveys, research, evaluation and treatment of historic resources in accordance with state and federal standards;

Provides technical assistance to owners of historic and architecturally significant properties;

Provides technical assistance to the Community Development Department and other City offices with required state and federal project reviews, state and local environmental reviews and with the prevention treatment of historic and architecturally significant City facilities;

Maintains a data base of all properties within the city designated under the Landmarks Preservation Ordinance and listed on the New York State and National Registers of Historic Places;

Maintains and updates official maps of local historic districts;

Prepares annual report of historic preservation activities as required by the New York State Certified Local Government Program;

Acts as the City's representative at meetings with federal and state officials on design and implementation of the City's historic preservation programs and projects;

Coordinates and conducts neighborhood based participatory planning process and supervises preparation of neighborhood plans;

Serves as liaison to City Hall for neighborhood residents and neighborhood groups;

Provides technical assistance to neighborhood groups with projects and activities such as playground improvements, development of recreational facilities, protection of neighborhood character and neighborhood stabilization;

Administers Neighborhood Improvement Incentive Fund;

Acts as lead or support staff for City projects pertaining to land use, housing, accessibility, urban design and other areas of planning, including coordination with other departments, boards, committees and agencies;

Researches, prepares applications and administers state, federal and regional grants;

Manages consultant contracts;

Performs miscellaneous office work and maintains records of work activities.

Historic Preservation and Neighborhood Planner
Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Good knowledge of federal, state and local historic preservation principles and programs with an understanding of their legal basis and the administration of regulatory controls; good knowledge of the principles, techniques, terminology and practices employed in City and regional planning; good knowledge of the National Historic Preservation Act of 1976 as amended, the Secretary of the Interior's Standards for Archaeology and Historic Preservation, the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties, and the New York State Environmental Quality Review Act; good knowledge of the principles and practices of neighborhood planning; good knowledge of site plan review and environmental review principles and requirements with an understanding of their legal basis and the administration of regulatory controls; good knowledge of research methods and techniques; good problem-solving skills; ability to communicate ideas and deal effectively with community groups and others; ability to prepare clear, accurate reports and to make oral and written presentations of ideas; ability to understand complex oral and written directions; ability to deal with tight deadlines and competing requests for time; ability to successfully work with and serve a diverse local community; initiative and resourcefulness; creativity; tact and good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Historic Preservation which shall include or be supplemented by a minimum of 20 credit hours of coursework in City or Regional Planning or an allied field with similar course curriculum; or
- B. Possession of a Master's Degree in City or Regional Planning or an allied field with similar course curriculum, which shall include or be supplemented by a minimum of 20 credit hours of coursework related to Historic Preservation; or
- C. Possession of a Bachelor's Degree in City or Regional Planning, Architecture, engineering, environmental studies, public administration or an allied field with similar course curriculum and three (3) years of full-time paid experience, or its part-time and/or volunteer equivalent, in municipal planning which shall have included extensive work in the field of historic preservation; or
- D. Possession of a Bachelor's Degree in Historic Preservation and three (3) years of full-time paid experience, or its part-time and/or volunteer equivalent, in municipal planning; or
- E. Possession of a Bachelor's Degree which shall include or be supplemented by at least 20 credit hours of coursework in Historic Preservation, and five (5) years of full-time paid experience, or its part-time and/or volunteer equivalent, in municipal planning; or
- F. Possession of a Bachelor's Degree which shall include or be supplemented by at least 20 credit hours of coursework in City or Regional Planning, and five (5) years of full-time paid experience, or its part-time and/or volunteer equivalent, in municipal planning which shall have included extensive work in the field of historic preservation; or
- G. An equivalent combination of training and experience as defined by the limits of A through F.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.