



CITY OF
ST AUGUSTINE[™]
 EST. 1565
**PERSONNEL
 MANUAL**

3.	Job Description
3.2	General Employees
3.3.215	Historic Preservation Officer

Job Position Historic Preservation Officer

Department Planning and Building

Division Historic Preservation

Job Description

Performs specialized professional level planning work in the fields of historic preservation, neighborhood redevelopment and architectural design. Completes general professional planning and cultural resources tasks in the office and in the field, conducts independent research and writes professional and accurate reports, and oversees the work of the Historic Preservation Planner and Archaeologist. Frequently interacts with co-workers and the public. This position requires independent thinking, leadership, and interpersonal skills and under the general direction of the Director, Planning and Building.

Job Responsibilities

Manages the Historic Architectural Review Board (HARB), including the preparation of staff reports, legal notices, agendas, and coordination with other departments.

Ensures that the City is meeting requirements of the Certified Local Government Program including annual reporting, submitting comments on behalf of the City in response to federally funded or permitted projects and National Register nominations.

Develops presentations regarding historic preservation programs and presents to various civic groups, research institutions, and professional conferences. Represents the City at various community meetings and events.

Develops, implements, and monitors the City’s Historic Preservation Master Plan including public outreach and departmental coordination for City initiatives.

Assists Director, Planning and Building in historic preservation matters including, but not limited to, interviewing applicants and making recommendations for Division job openings and budgeting recommendations. Oversees the work of the Historic Preservation Planner.

ISSUE DATE 04/23/2010	APPROVED BY John P. Regan, City Manager	PAGE 1	PAGES 3
REVISION DATE 09/22/2021			

Job Responsibilities (con't).

Responsible for researching, applying for, administering, and monitoring grants related to historic preservation for the implementation of the master plan and advancement of preservation goals prioritized by the City.

Consults with, assists, and educates design professionals, contractors, development entities and the general public regarding the application of historic preservation guidelines and entry corridor guidelines.

Attends and gives presentations at public hearings to assist in the development of architectural guidelines and city code amendments. This will include presentations to hearing of the HARB, Planning and Zoning Board and the City Commission.

Reviews development plans for compliance with entry corridor and historic preservation guidelines and provides recommendations to the Department Director, HARB, and the Corridor Review Committee.

Participates in activities of the St. Augustine Historical Society, the Florida Trust, Florida Division of Historical Resources, the UF Preservation Institute: St. Augustine, and similar organizations for the purpose of conducting research and promoting historic preservation at-large.

Prepares, maintains, and updates Florida Master Site File forms and National Register Districts information.

Oversees the City Archaeologist in the office with report writing and historic research, in the review of development projects, implementation of the Historic Preservation Master Plan, the annual budget, and disaster assessments.

Other duties as assigned by the Director, Planning and Building.

Education, Training and Experience

A bachelor's Degree in Historic Preservation, Planning or related field, Master's preferred. Five (5) years' planning experience with three (3) years' specializing in historic preservation. Knowledge of the principles and practices of planning and historic preservation practices including the Secretary of the Interior's Standards and federal review requirements. Knowledge of computer programs such as ArcGIS or other spatial programs, database management, and Adobe creative software to assist in planning, historic preservation and cultural resources, is essential. Ability to interact professionally, accurately, and appropriately with co-workers and the public. Excellent verbal and written communication skills.

Driver's License Requirement: Valid Florida Driver's License Classification: E .

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Physical Demands

The physical demands representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. Although the position is clerical and semi-sedentary in nature it does require the employee to frequently stand; move; frequently operate computer including keyboard and mouse; and may require work outside in various conditions. The employee must routinely lift or move items/files up to 15 pounds and occasionally lift or move items up to 25 pounds.

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