

## **CLASS TITLE: HISTORIC PRESERVATION PLANNER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction performs supervisory and professional work in developing and maintaining the City of Tulsa's historic preservation program through historic preservation planning, policies, procedures and programs to promote economic development, neighborhood stabilization and improvement of Tulsa's quality of life for its citizens and other related assigned duties.

### **ESSENTIAL TASKS:**

- Serves 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 historic preservation
- Plans, coordinates, and supervises the work of planners and support staff involved in historic preservation work
- Translates the goals, objectives and policies of the Preservation Commission into programs, projects, and activities
- Oversees administration of Certified Local Government and other preservation grant expenditures, including budgeting, managing contracts, overseeing consultants, project monitoring and preparation of reports
- Provides architectural, historical, technical, design, and policy guidance to staff, other City departments, boards and commissions, citizens, and regional, state, and national preservation agencies
- Coordinates Section 106 and Historic Preservation Zoning programs, including design review and guidance, and zoning map amendments
- Facilitates survey and National Register nomination projects, and maintains City's historic resource inventory files
- Makes presentations to a variety of groups and the media for 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, streamline work processes, and work cooperatively and jointly to provide high quality customer service to the public
- Must report 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: Graduation from an accredited college or university with a bachelor's degree in planning or one of the social sciences with an emphasis in social, manpower planning, land use planning, urban design, economic development, or a closely related field (masters preferred), supplemented by Historic Preservation coursework; and four (4) years of experience in a planning capacity or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of historic preservation and urban planning, local, state and Federal laws pertaining to preservation, planning and preservation research and report writing, statistical analysis, and program design; good knowledge of economics, municipal finance, public administration, and sociology as applied to city planning. Ability to analyze and forecast economic, social, and physical problems of the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to supervise the work of others; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

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

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up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Requires possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and requires field work and overnight traveling being out of the area approximately 20% of the time.

**Class Code: 2013**

**EEO Code: E-02**

**Pay Grade: EX-40**

**Group: Engineering, Planning and Technical**

**Series: Planning**

**Effective date: December 14, 2012**