

CITY OF SAN JUAN CAPISTRANO

HISTORIC PRESERVATION MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To implement the City's goals and policies for the preservation of local historic, archaeological and paleontological resources; to manage projects affecting public and private historic sites; to coordinate with various local, regional, State, and Federal entities to further preservation objectives; to educate the public with regard to the benefits and responsibilities of historic preservation; and to facilitate the long-term preservation of the City's cultural resources.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Director.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Serves as primary staff person and Secretary to the Cultural Heritage Commission; assists the commission with developing and refining its objectives, policies, and procedures, develops meeting agenda, performs special studies and prepares staff reports including working with the public and community organizations to develop and implement commission policies; takes items to the Planning Commission and City Council as required.
2. Manages Capital Improvement Projects (CIP) for City owned historic buildings; prepares project descriptions and scopes of work; coordinates with tenants regarding impacts and relocations; obtains bids for design and construction; manages design and construction process; oversees budget and processes requests for payment; prepares notices of completion for Council.
3. Implements the Historic Preservation Strategy which includes but is not limited to coordination of property management of City owned properties, budget responsibility regarding the implementation of the strategy and development of programs consistent with the strategy's goals; coordinates with Public Works for on-going maintenance of City-owned historic buildings.
4. Works to preserve historically and archaeologically significant structures, sites, districts, and artifacts through various land use planning strategies, governmental programs and financial incentives to protect historic resources; identifies, prepares and coordinates potential grants for preservation purposes.
5. Researches and provides public information related to historic preservation and history of San Juan Capistrano; responds to correspondence from City employees and the public; coordinates preservation outreach, events and coordinates media releases with City's public relations consultant.
6. Conducts a variety of current and long-range planning studies related to historic preservation; researches, analyzes and interprets social, economic, land use and population data; identifies trends; prepares written reports and make recommendations on planning activities; makes presentations to the Cultural Heritage Commission, Planning Commission, City Council and public.

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7. Develops the inventory and collection of City artifacts for use for education, marketing and presentation, catalogue and maintains records of historic buildings and sites and develops and maintains the City's library regarding historic preservation, including the Secretary of the Interior's Standards and Guidelines for building modifications and site improvements.
8. Reviews sensitive area project plans and CEQA documents; comments on cultural resources analysis sections of environmental impact reports.
9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of historic preservation and urban planning.
10. Manages development projects for additions/modifications/demolition of individually designated historic sites and projects; performs planning functions including project analysis and interdepartmental staff review; prepares correspondence to applicants; presents reports to Commission and finalizes all project documents.
11. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of historic preservation.
- Purposes, policies, and procedures of the Cultural Heritage Commission.
- Historic architectural styles and design and local history.
- Historic preservation, rehabilitation methods and techniques.
- Federal, State and local grant procedures.
- Principles and practices of urban planning and development.
- Research methods and techniques related to planning.
- Current literature and recent developments in the field of planning, zoning and historic preservation.
- Site planning and architectural design techniques and methods.
- Pertinent Federal, State and local laws, codes and regulations underlying general plans, historic preservation and rehabilitation, environmental matters, zoning and land division.

Skill in:

- Implementing and managing the City's Historic Preservation Strategy.
- Developing and presenting information regarding the functions, objectives and policies of the Strategy and the Cultural Heritage Commission.
- Evaluating City's historic resources through the review and update of the historic resources inventory.
- Analyzing, investigating, providing guidance and making judgments regarding appropriate alterations to historic properties and related planning and preservation issues.
- Determining eligibility for historic designation.
- Interpreting and explaining pertinent Federal, State and local laws, codes, and regulations underlying general plans, environmental matters, zoning and land division.
- Analyzing and compiling technical and statistical information and prepare reports.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years experience in historic preservation or planning including three years of implementing preservation related standards, criteria, and guidelines.

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Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public planning, architecture, history, historic preservation, archaeology or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field inspections.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.