

## ASSOCIATE PLANNER (HISTORIC PRESERVATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for reviewing plans and project proposals for their impact on the historical preservation of the County's communities. The incumbent works closely with officials, developers and technical personnel of other jurisdictions and agencies. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists consortium communities in accordance with the objectives of the Division of Housing and Community Development with matters relating to historic preservation;

Provides Housing and Community Development staff with historic preservation technical assistance by obtaining and transmitting current information about techniques and activities at the federal, state and local levels;

Works with rehabilitation specialists and Housing and Community Development staff to encourage the participation of qualified contractors, specialists, and craftspeople in the Urban County program by making presentations to, and working with, the appropriate organizations and individuals;

Participates in the development of rehabilitation projects, including research and field work;

Assembles and presents to the New York State Office of Historic Preservation documentation relevant to the significance of subject structures and the application of tax benefits to potential projects;

Provides technical assistance in the development and review of project plans and specifications to assure compliance with the Secretary of the Interior's Standards (Guidelines for the Rehabilitation of Historic Buildings);

Monitors construction projects to assure compliance with historic preservation guidelines;

Assists applicants in completing applications for Westchester Urban County Block Grant funds;

Assists division staff in preparing materials and evaluating applications;

Participates as a member of the Division's public education team by providing individuals and groups with comprehensive technical assistance in applying for Division services, and making referrals to other federal, state and local resources;

Maintains liaison with the Housing Council on Historic Preservation and the New York State Office of Historic Preservation, and implements directories established by the Council;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Participates in the review of proposed County capital projects by providing technical assistance in the areas of historic preservation;

Participates in the review of proposed local projects and activities affecting County facilities, roads, sewers or channel lines by providing technical assistance in the areas of historic preservation including evaluation of impacts on existing or eligible National Register properties;

Participates in required environmental reviews of all Community Development projects by recommending mitigation measures to reduce potential adverse impact on historic resources;

Provides technical supervision to part-time personnel to complete survey work in Urban County consortium communities;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Participates in staff meetings for the purposes of work review, planning of projects and to keep abreast of departmental operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of historic preservation; good knowledge of planning techniques and theory; good knowledge of Federal and State laws and legal procedures involved in historic preservation; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish effective working relationships with a wide range of officials, developers, architects and the public; ability to communicate effectively both orally and in writing; ability to prepare detailed technical reports; ability to use Geographic Information Systems (GIS) and related computer applications; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree\* and five years of physical planning experience (pre or post-Bachelor's Degree), two years of which must have been within the field of historic preservation; or (b) a Bachelor's Degree\* in Historic Preservation, Urban Planning, Urban Studies, Landscape Architecture, Architecture, Civil Engineering, Environmental Studies or a related area of Planning and four years of physical planning experience (pre or post-Bachelor's Degree), two years of which must have been within the field of historic preservation; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: A five-year Bachelor's Degree\* in Landscape Architecture or Architecture may be substituted for one year of experience. A Master's Degree\* in Historic Preservation, Urban Planning, Landscape Architecture, Architecture, Civil Engineering or Environmental Studies or a related area of Planning may also be substituted at the rate of 30 credits per year of experience for up to two years.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C2155  
Job Group: XII