



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Historic Preservationist  
**Department:** Historical Resources  
**Classification:** 2007  
**Pay grade:** 19E  
**FLSA:** Non-Exempt

**Prepared Date:** 8/12  
**Prepared/Approved:**

Dona Spain  
Elsa I. Jaramillo-Velez  
Patrick Salerno



### Summary

Performs administrative and technical duties in the Historical Resources Department.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Conducts research, surveys, inventories, field inspections, and impact studies as required in the documentation and designation of historic sites, structures and districts within the City.

Assists with personnel matters as required by the Historic Preservation Officer.

Assists in reviewing, analyzing, conducting site visits, reporting findings, and making recommendations on applications for Certificates of Appropriateness for proposed work affecting historic properties.

Reviews designs for alterations to historic properties and makes recommendations to Historic Preservation Officer.

Reviews applications to the department for completeness. Reviews and signs plans for permitting. Reviews ad valorem tax relief applications.

Provides assistance to the Historic Preservation Officer and Assistant Preservation Officer with administrative acts required by the Historic Preservation Ordinance, including public notices, researching background material, and the preparation of staff reports.

Under the direction of the Historic Preservation Officer, serves on the Development Review Committee.

Provides technical assistance and information on historic preservation to property owners.

Responds verbally and in writing to inquiries regarding historic preservation.

Assists in preparing and making presentations and reports to the Historic Preservation Board.

Participates in special events as required.

Assists in the supervision of work related to the restoration of City-owned historic properties when required. Serves as liaison to other City Departments and consultants in City preservation projects to ensure compliance with historic preservation principles. Maintains work status reports.

Serves as Certified Local Government Coordinator.

Maintains inventory of historically designated properties within the City..

Maintains the Historical Resources Department web page.

Assists the Historic Preservation Officer with the Coral Gables Merrick House Governing Board and Pinewood Cemetery Board.

Organizes / schedules Merrick House Docents.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of the Secretary of the Interior's Standards for Rehabilitation, rehabilitation methods, techniques, and materials, and relevant local state and federal legislation. Knowledge of architectural history research techniques and sources. Knowledge of the care, preservation, and restoration of historic buildings and structures. Knowledge of sources and availability of current information in the field of historic preservation. Knowledge of architectural terminology. Ability to give oral presentations. Ability to conduct research, maintain complex records and prepare reports. Ability to deal effectively with the public. Ability to read architectural plans. Skills in oral and written communication.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. Considerable amount of time spent using computer. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

Bachelors degree in Historic Preservation, Architecture, Architectural History or related field. Masters Degree preferred.

A minimum of two years of related experience, preferably in a local or state preservation agency.

Experience in construction / construction management is preferred.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License