



## **HISTORIC PRESERVATION OFFICER POSITION DESCRIPTION**

### **GENERAL PURPOSE**

This position is responsible for providing information to the public, provides protection of publicly and privately-owned historic properties and assists businesses and homeowners in caring for their historic properties. This position is responsible for coordinating work with other preservation partners (i.e., Deadwood History, Inc., Deadwood Alive, Deadwood Chamber of Commerce and Visitors Bureau and Neighborhood Housing). Position is also responsible for managing a 6.8-million-dollar budget for the City of Deadwood's Historic Preservation efforts.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Deadwood City Commission and the Deadwood Historic Preservation Commission.

### **SUPERVISION EXERCISED**

This position exercises supervision over technical, clerical, and professional personnel associated with Historic Preservation. Also acts as advisor and provides oversight to the sexton to historic cemeteries.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as staff to the Deadwood City Commission and the Deadwood Historic Preservation Commission.
- Provides oversight, assists and/or prepares reports, staff reports, meeting agendas and correspondence related to historic preservation.
- Organizes, attends as necessary, and ensures recordation of committee meetings as directed.
- Reviews and provides general oversight of the grant and loan requests for preservation funds to ensure they meet established preservation standards.
- Reviews, coordinates, and provides oversight to city and private projects to ensure adherence to established preservation standards.
- Provides technical preservation advice to the City Commission, the Deadwood Historic Preservation Commission, city staff, architects/engineers, contractors, and the public.
- Consistently applies and enforces all rules and regulations pertaining to the historic preservation regulations. This requires a full knowledge and understanding of the preservation regulations, standards and guidelines

including knowledge of pertinent state and national statutes and practices that influence historic preservation.

- Conducts inspections of buildings and uses of land or structures to determine compliance with the historic preservation guidelines and regulations.
- Issues notices of violation and orders of compliance and institutes appropriate proceedings for enforcement of the provisions of the historic preservation ordinance where a violation persists.
- Prepares, presents, and manages the historic preservation budget for the Deadwood Historic Preservation Commission.
- Promotes historic preservation through public education and outreach programs within Deadwood and throughout the state.
- Maintains amicable relationships with various local, state, and national media.
- Serves as ex-officio member and voting member of various organizations and entities on a local, state, and national level while serving as the Historic Preservation Officer.
- Cooperates with other staff and departments as warranted in the review of development policies.
- Prepares for and attends the City Commission meetings as well as the Historic Preservation Commission.

### **PERIPHERAL DUTIES**

- Performs a variety of miscellaneous duties as assigned.
- Participates in staff and safety meetings and other departmental functions to coordinate activities and ensure the smooth, efficient, and effective operation of the department(s).
- Though a position with statutorily defined duties, the Historic Preservation Officer also functions as part of a departmental team and as a part of a broader local governmental entity. Needs to maintain lines of communication and cooperation among other departments and staff.
- Assists in planning activities, such as in providing data and analyses, provides input to the zoning revision process as to the effects to preservation, providing feedback on recommended zoning changes, and other activities.
- Coordinates the development of application forms, instructions, and other materials including internet and website access.
- Participates in the annual city budget preparations and monitoring.

- Assists the support staff in maintaining appropriate records and files and assuming clerical duties as necessary in order to meet obligations.

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**DESIRED MINIMUM QUALIFICATIONS:****EDUCATION AND EXPERIENCE**

- Graduation from College or University with a master's degree in Historic Preservation, architecture, planning or other degree as determined suitable by the City Commission.
- Two (2) years full time experience in historic preservation may be substituted for the master's degree.

**NECESSARY KNOWLEDGE SKILLS AND ABILITIES**

- Possess the ability to work and communicate effectively, both orally and in writing, with local and state agencies, as well as consultants.
- Position requires an understanding, experience, and enthusiasm for engaging the public in historic preservation matters.
- Employee must possess the ability to provide information regarding planning, zoning, and historic preservation incentive assistance procedures.
- Basic knowledge and computer skills in use of word processing, database, mapping and computer networking abilities.

**SPECIAL REQUIREMENTS**

- Ability to attend evening and weekend meetings and project meetings as necessary.
- Represent the City in presenting and explaining the budget to the State Historic Preservation Board.
- Must possess or be able to obtain a valid South Dakota driver's license.
- Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
- Telephone and etiquette skills.
- Ability to speak before groups and organizations.
- Ability to pay close attention to details.
- Able to work independently with little or no supervision.
- Prioritize and schedule workload appropriately to meet deadlines.

**TOOLS AND EQUIPMENT USED**

Computer and associated software such as Microsoft Office suite or equivalent, digital camera, telephone, photocopier, and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands attached hereto are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee will be required to perform onsite inspections of archaeological, construction and project sites. Job requires periods of sitting, standing, bending, and occasional lifting. Some other requirements include a normal range of hearing and manual dexterity to operate keyboard, telephone, photocopier, and other office equipment as needed.

Prolonged walking over uneven terrain, on stairs, handgrip to pull oneself over obstacles in order to conduct and perform site inspections and specific evaluations.

### **WORK ENVIRONMENT**

The work environment characteristics attached hereto are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works outside and is exposed to all types of weather conditions and different terrains. Employee is also frequently exposed to indoor working conditions.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.