



HISTORIC PRESERVATION COORDINATOR

POSITION DESCRIPTION

GENERAL PURPOSE

Manage, coordinate, and organize all aspects of the City of Deadwood's Historic Preservation Department. Responsible for providing information to the public, provides protection of publicly and privately-owned historic properties and assists businesses and homeowners in caring for historic properties. Plan, organize and implement activities, programs, and responses to increase public awareness and understanding of grant programs and policies. Assist in maintaining a proficient and effective office committed to providing service to the citizens of Deadwood and the surrounding area.

SUPERVISION RECEIVED

Works under the general supervision of the Historic Preservation Officer.

SUPERVISION EXERCISED

Exercises functional and technical supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages all grants and programs provided through the Historic Preservation Office; educates and informs public in the grant application process.
- Reviews project approvals/certificate of appropriateness and grant requests to assure completeness. Prepares staff reports and memos for approval by Historic Preservation Commission.
- Discusses with all grant applicants procedures, requirements, and other necessary information to inform them of options and responsibilities. Develops and/or provides applicants with summary and checklist information of the procedures, deadlines, and fees.
- Conducts on-site assessments of structures to determine compliance and possible acceptance into historic preservation grant and loan programs.
- Monitors the compliance of grant recipients to ensure requirements of grants are adhered to.
- Maintains proper accounting records, data bases and spreadsheets for all grant recipients to assure applicable expenditures.

- Conducts onsite inspections for payment requests of grants to assure delivery of materials, proper usage of materials, and completeness of projects.
- Serves as assistant to various committees and commissions; prepares, copies, and distributes meeting agendas and related materials, minutes, or other formal documents.
- Assists in the preparation of annual operating and capital budgets; collects and organizes budget information from staff; monitors assigned budget line item; provides status reports as required.
- Prepares agenda packets for the Historic Preservation Commission and sends email meeting notification the Friday prior to each meeting.
- Attends Historic Preservation Commission meetings and present information as directed.
- Assists with transcribing minutes of the Historic Preservation Commission meetings and prepare for approval and archiving.
- Composes and sends correspondence associated with all grant programs, and project approvals. Prepares letters and memos as directed by the Historic Preservation Officer.
- Assists the Historic Preservation Officer in all aspects of historic preservation issues.
- Operates modern office equipment including PCs, printers, copiers, postage meter, calculators, scanners, routinely use a full range of word processing, spreadsheet, database, and other office software applications.
- Maintains the flow of communication through the office in an efficient and effective manner with staff, boards, commissioners, the public, businesses, and others.
- Participates and assists in the administration of the office; organizes and manages activities of the office; recommends organizational or procedural changes; ensures office runs smoothly.
- Performs general tasks as requested for the Deadwood Historic Preservation Commission and the Deadwood City Commission.
- Researches ownership records to assure owner occupancy for grant applications and obtains accurate legal description for preparation of grant agreements and conservation easements.
- Maintains database and records management associated with all Historic Preservation local and statewide grants and programs.

- Educates and informs public of grant application process and its benefits. Makes presentations regarding the grant programs.
- Maintains city website and posts appropriate minutes and agenda packets to website. Answers questions generated by the website.
- Attends meetings in the absence of the Historic Preservation Officer as a representative of the office; independently responds to matters concerning the office.
- Participates in staff meetings and other departmental functions to coordinate activities and ensures the smooth, efficient, and effective operation of the Historic Preservation Department.
- Develops forms, instructions, and other materials to assist applicants or citizens seeking information concerning Historic Preservation restoration processes, grant and loan projects.
- Prepares submitted payment requests and lien waivers for grant programs and revolving loan programs for approval by Historic Preservation Commission and City Commission.
- Prepares financial reports summarizing all grant programs for review by the Historic Preservation Officer, Historic Preservation Commission and City Commission.

PERIPHERAL DUTIES

- Assists in compiling data/research as well as provides routine proofreading and editing support.
- Maintains an up-to-date and orderly paper and electronic filing system for addresses, grants, agenda packets, archiving, etc.
- Provides backup support as needed.
- Plans various events/programs such as the Realtor workshops, Tourism Conference, etc.
- Performs a variety of miscellaneous duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Equivalent to a high school education including specialized training or college courses in office administration and accounting or bookkeeping.
- Experience in grant writing, management and accounting preferred.
- Prefer individual with working knowledge of historic preservation standards of rehabilitation.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Possess an ability to work and communicate effectively, both orally and in writing, with local residents, statewide non-profit and governmental agencies.
- Position requires an understanding, experience, and enthusiasm for engaging the public in historic preservation matters.
- Employee must possess the ability to provide information regarding historic preservation procedures.
- An ability to research legal descriptions of properties for accuracy in preparation for recording documents.
- Computer skills, ability to create databases, self-motivated.

SPECIAL REQUIREMENTS

- Must possess a valid South Dakota Driver's License
- Ability to work independently with little or no supervision.
- Prioritize and schedule workload appropriately.
- Telephone and etiquette skills.
- Ability to pay close attention to details.

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 described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee will be required to perform onsite inspection of pre-construction and in progress construction 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. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee periodically works outside and is exposed to all types of weather conditions and different terrains.

The noise level in the work environment is quiet to moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.