

City of Allentown  
Position Description

Class Title: Historic Preservation Planning Officer  
Grade Number: 13N  
Department: Community and Economic Development  
Bureau: Planning & Zoning  
Union: MESA

GENERAL PURPOSE

The Historic Preservation Planning Officer performs supervisory and professional level planning duties and Historic preservation in the administration of the City's Comprehensive Plan, Historic District Ordinance, The State Historic Preservation Office (SHPO), Historical Architectural Review Board (HARB), and other areas as assigned. Ensure City planning activities and Historic Preservation principles and practices work tandem with urban planning.

SUPERVISION RECEIVED

The work is performed under the general supervision of, and in accordance with, procedures and policies laid down by the Planning Director.

SUPERVISION EXERCISED

Supervision is exercised over clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Implement and enforce the Historic District Ordinance.
- B. Proactively look for violations of the Historic District Ordinance and aggressively seek resolution of historic district violations.
- C. Advocate for the preservation of historic and archeological resources throughout the City and ensure that the City maintains its Certified Local Government (CLG) status.
- D. Implement and enforce the policies and decisions of the Historical Architectural Review Board (HARB).
- E. Review applications for alterations to buildings in the historic districts and make recommendations to HARB regarding compliance with the Historic District Design Guidelines and the Historic District Ordinance.
- F. Perform staff reviews and approvals for minor projects in the historic districts.
- G. Serve as the staff liaison to the HARB.

- H. Review applications for demolition of buildings in the Historic Building Demolition Overlay Zone and make recommendations to HARB and the Zoning Hearing Board as to the significance of buildings to be demolished and the appropriateness of the proposed demolition.
- I. Review all subdivision and land development plans and make recommendation to the Planning Commission, Zoning Hearing Board, and City Council regarding the potential impact to historic and archaeological resources.
- J. Make recommendations for amendments to improve the effectiveness and clarity of the Design Guidelines, Historic District Ordinance, Historic District Demolition Overlay Zone, Hamilton Street Overlay Zone and the Traditional Neighborhood Overlay Zone.
- K. Ensure that all federal, state and City funded, licensed or permitted projects are in compliance with federal, state and City historic and archaeological preservation regulations including, but not limited to, Section 106 of the National Historic Preservation Act, the State History Code, and Article 1, Section 27 of the Pennsylvania Constitution (the environmental and historic preservation rights amendment).
- L. Consult with the State Historic Preservation Office and other federal and state historic preservation organizations and agencies regarding the impact of projects and policies on the preservation of historic and archaeological resources in the City.
- M. Assist property owners with compliance with City, state and federal historic preservation regulations.
- N. Assist property owners with state and federal historic preservation tax credit projects, if tax credits continue to exist. Assist nonprofit organizations with historic preservation grants, if grants continue to exist.
- O. Proactively survey the historic resources of the City and nominate properties and districts to the National Register of Historic Places. Add areas to existing City regulated historic districts and create new historic districts to be regulated by the Historic District Ordinance and the Historic Building Demolition Overlay Ordinance.
- P. Attend historic preservation and planning conferences, trainings, workshops and seminars. Present historic preservation related information at planning and historic preservation conferences, trainings, workshops and seminars.
- Q. Perform historic preservation outreach and education programs for the public, and ensure that elected officials and applicable staff receive historic preservation education on a regular basis.
- R. Implement a City register of historic places.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- (A) Graduate from a college or university of recognized standing with a Master's Degree in city or regional planning, or historic preservation, architectural history, cultural geography, history, American studies, planning architecture or closely related field
- (B) Considerable professional experience three years plus in Historic Preservation
- (C) Member in good standing of the American Institute of Certified Planners (AICP) or American Institute of Architects (AIA) preferred

### Necessary Knowledge, Skills and Abilities:

- (A) Comprehensive knowledge of principles and practices of historical preservation, urban and/or regional planning, including basic techniques of statistics, economics and sociology;
- (B) Ability to direct the preparation of various historical reviews and draft legislation
- (C) Ability to perform technical research and give reliable advice on historic preservation problems;
- (D) Ability to express ideas clearly and concisely, both in writing and orally;
- (E) Good judgment;
- (F) Ability to work with computers; proficient with standard data and word processing software;
- (G) Experience in using GIS software such as Arc GIS;
- (I) Good physical condition.

## TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer. Occasional use of digital camera, scanner and plotter.

## 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.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel

objects, tools, computer, or controls; and reach with hands and arms. Frequent walking is required.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### 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 individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Employees are required to drive and occasionally visit construction sites, and/or conduct neighborhood visual surveys.

Attendance at various evening meetings in and out of City Hall is required.

### SELECTION GUIDELINES

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

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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.