

Date Posted: 12/02/2022

## **Notice of Job Opening**

**Position:** Senior Planner- Historic Preservation and Design Review

Applicants must meet the requirements outlined in the enclosed job description.

\* Please note that this position is pending Municipal and New York State Civil Service Classification into the Exempt Class. An individual who meets the minimum qualifications as stated in the job description may fill this position on a provisional basis.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

**Department:** Neighborhood and Community Services/ Planning and Development

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$63,000- \$94,800 annually

**Schedule:** 37.5 hours/week

**Application Deadline:** **Until Filled**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**SENIOR PLANNER**  
**(HISTORIC PRESERVATION & DESIGN REVIEW)**

**DISTINGUISHING FEATURES OF THIS CLASS:** This is a specialized professional planning position with primary work assignments focused on the area of historic preservation and design review. In addition to these responsibilities, the incumbent is responsible for specific phases of moderately difficult planning projects and duties in the field of municipal or community planning. In a smaller unit the Senior Planner would be assigned planning projects calling for individual leadership to a greater extent than would be the case in larger planning units. Staff, consultant, and intern supervision is also involved. The Senior Planner differs from Planner by the increased responsibility for specific elements of major studies, managing the development approval process for historic districts, including staff supervision, or individual responsibility for projects of a lesser nature. The Senior Planner works under the general direction of the Director of Planning.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists in the administration of the work plan for the City's historic preservation program, including regulatory, planning, educational and training functions;
- Provides technical assistance and administrative support to the Historic Resource Commission (HRC) and Planning Board including designation and staff review as set forth in Section 375-206(1): Historic Resources-Overlay of the City of Albany's Unified Sustainable Development Ordinance as well as other applicable sections of local, state and federal standards;
- Reviews and evaluates plans and projects requiring a Certificate of Appropriateness or General Building Permit for compliance using the local historic preservation, building and streetscape design review standards;
- Prepares written opinions and decisions;
- Interprets policies and develops operating guidance related to laws, regulations, executive orders, and other technical materials;
- Provides advice and technical assistance to owners of historic and architecturally significant properties and their representatives including architects, engineers, contractors, and attorneys about appropriate historic restoration and renovation techniques and methods;
- Provides technical assistance to the Department of Planning and Development, Albany Community Development Agency, Capitalize Albany and other City departments with require state and federal project reviews, state and local environmental reviews and the treatment of historic and architecturally significant City facilities;
- Acts as a representative at meetings with officials and involved agencies on design and implementation of the City's historic preservation program and projects;
- Creates and submits reports and audits to the State Historic Preservation Office as part of the Certified Local Government program;
- Reviews architectural project drawings and building permits and recommend improvements that align with section 375-407: Building and Streetscape Design of the Unified Sustainable Development Ordinance;
- Plans and conducts field studies and surveys as identified in the city's 2019 Historic Preservation Plan;

- Identifies, prepares applications and administers grants related to historic preservation; and
- Performs miscellaneous office work and maintains records of work activities as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to read and understand architectural plans, perspective renderings, elevations, building sections, site plans, Sanborn Fire Insurance Maps, surveys, and construction plans;
- Ability to research and analyze laws, regulations, policies, and precedent decisions to prepare for hearings and to determine conclusions;
- Knowledge of the purposes, principles, terminology and practices employed in historic preservation, municipal and community planning, and practices of architectural design, including the ability to differentiate architectural styles and apply principles of quality design;
- Working knowledge of local land use controls and zoning administration;
- Good knowledge of state and federal regulations such as, Secretary of the Interior's Standards for the Treatment of Historic Properties, Section 106 and New York State Section 14.09;
- Good knowledge of current problems and literature in the field of historic preservation, and municipal and community planning;
- Good knowledge of research methods and techniques;
- Ability to understand complex oral and written directions;
- Ability to get along well with others;
- Ability to communicate and deal effectively with others;
- Initiative and resourcefulness;
- Good judgment; and
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree and one (1) year of professional experience in historic preservation, municipal, regional or community planning;  
**OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Architecture, Sociology, Urban Geography, Government, Public Administration, Statistics or other similarly related field, which shall include or be supplemented by coursework related to historic preservation and two (2) years of experience in historic preservation, municipal, regional or community planning; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Historic Preservation, Planning, Architecture, Urban Studies, Environmental Studies, or a related field and three (3) years of experience in historic preservation, municipal, regional or community planning.
- D. An equivalent combination of training and experience as defines by the limits of (A), (B), and (C) above