



**Job Vacancy Notice 136-2017- 254858**

<b>Civil Service Title: ADMINISTRATIVE LANDMARKS PRESERVATIONIST</b>	<b>Level: M2</b>
<b>Title Code No: M10034</b>	<b>Salary: \$90,000 to \$105,000, commensurate with experience</b>
<b>Office Title: DIRECTOR OF RESEARCH</b>	<b>Work location: 1 Centre Street, 9<sup>th</sup> Floor, New York, NY 10007</b>

**The Landmarks Preservation Commission** is the New York City agency that is responsible for identifying and designating the City's landmarks and the buildings in the City's historic districts. The Commission also regulates changes to designated buildings.

**Job Description**

Under the supervision of the Executive Director and Director of Special Projects and Strategic Planning, with very broad latitude for independent judgment, is responsible for planning, developing and managing the agency's designation program and coordinates related tasks to meet agency's strategic goals. Administers the Request for Evaluation and Survey programs. Advises the Chair and Commission on all designation matters and implements designation policy in accordance with agency's goals. Develops and sets standards for research techniques, content and format of designation reports to ensure that the reports provide the legal basis for designation. Manages research staff, coordinating work flow, setting schedules and ensuring adherence to agency policy. Makes presentations on potential landmarks at public hearings and to community groups and other organizations.

**MINIMUM QUALIFICATION REQUIREMENTS**

1. A Master's Degree in historic preservation, architectural history, art history, architecture, or civil engineering and five years of full-time experience working in the field of architecture, preservation, restoration or conservation of historic structures, research in architectural history; or
2. A baccalaureate degree from an accredited college with a major as described above and six years of experience as described above, at least two years of which must have been in a supervisory or administrative capacity.

**Preferred Qualifications:**

The preferred candidate will have a demonstrated interest in the field of historic preservation, architecture, urban planning or a related field and will possess knowledge of the city's historic built environment, preservation practices and the Commission's research and regulatory work. The preferred candidate will have significant research and managerial experience, as well as project management and presentation experience, an ability to work independently, excellent communication skills, strong organizational skills with an ability to strategically prioritize tasks, expertise and experience handling sensitive and controversial issues, experience managing multiple assignments in short timeframes and delivering high-quality results, and a demonstrable record of leadership and creative problem solving.

**The Landmarks Preservation Commission will only respond to qualified candidates.**

**The City of New York is an Equal Opportunity Employer.**

<p>Please submit resume and cover letter to:</p> <p>NYC Careers at <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a></p> <p>City employees must apply via Employee Self Service, under Recruiting Activities/Careers/2017- 254858</p> <p>While we appreciate every applicant's interest, only those under consideration will be contacted.</p>	<p><b>APPOINTMENTS ARE SUBJECT TO OVERSIGHT AND BUDGET APPROVAL.</b></p> <p>If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.</p>
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<b>Post Date:</b> August 18, 2016	<b>Post Until:</b> September 30, 2016
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