

# THE NEW YORK CITY LANDMARKS PRESERVATION COMMISSION

THE MUNICIPAL BUILDING, ONE CENTRE STREET - 9<sup>TH</sup> FLOOR NORTH, NY, NY 10007 212.669.7700

## JOB VACANCY NOTICE # 136-2016-201874

<b>CIVIL SERVICE TITLE: LANDMARKS PRESERVATIONIST</b> <b>PART TIME, 21 + hours/week</b>	<b>TITLE CODE NO. 92237</b>
<b>DEPARTMENT: RESEARCH/SPECIAL PROJECTS</b>	<b>SALARY</b> \$26.98 per hour/ \$31.03 (with 2 years City service)
<b>LOCATION:</b> 1 Centre Street, 9 <sup>th</sup> Floor North, New York, NY 10007	
<b>JOB DESCRIPTION</b> Carries out research to use in producing designation reports documenting proposed landmarks and historic districts using primary and secondary sources. Writes designation reports based on research, photographs and field visits to document proposed landmarks and historic districts. Makes presentations at commission meetings and public hearings. Surveys buildings and specified areas through photography, research and building condition assessments and analyzes survey data to make recommendations to the department and commissioners. Participates in department review sessions to formulate recommendations on nominations, public hearing items and designations. Other duties as assigned.	
<b>QUALIFICATION REQUIREMENTS:</b> 1. A Masters Degree in historic preservation, architectural history, art history, architecture, or American history, and one year of full-time satisfactory experience working in the field of preservation, restoration, or conservation of historic structures; or conducting research in architectural or art history, or working as an architect or architectural assistant; or teaching at the college level in any of the fields described in (a); or 2. A Bachelors of Arts Degree with specialization in one of the fields listed above, and two years of full-time related experience; or 3. Education and/or experience equivalent to 1 & 2 above.	
<b>PREFERRED QUALIFICATIONS:</b> Excellent research, writing and communication skills required. Experience with digital mapping research; Experience using a broad variety of digital and print sources; Experience with project management and presentations; Strong customer service approach.	
<b>The Landmarks Preservation Commission will only respond to qualified candidates.</b>	

Please submit resume and cover letter to:  NYC Careers at <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a>  <b>Current City employees must apply through Employee Self Service (ESS) at <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a>, under Recruiting Activities/Careers/136-2015-183138</b>  Candidates selected for an interview may be asked to provide a writing sample.	If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.  <b>Final appointment is subject to approval by the Office of Management and Budget.</b>  While we appreciate every applicant's interest, only those under consideration will be contacted.
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**The Landmarks Preservation Commission is an Equal Opportunity Employer**

DATED July 24, 2015

POST UNTIL: August 6, 2015