

Job Vacancy Notice #136-2024-642070

Civil Service Title: Administrative Landmarks Preservationist	Agency Title: Director of Research
Title Code No. 10034	Salary: \$135,000- \$144,948
Location: 1 Centre Street, 9th Floor North, New York, NY 10007	Schedule: Full-Time/5 days (35 hours) per week, eligible for up to 2 telework days per week
Post Date: 8/9/2024	Post Until: Filled

The Agency

Created in 1965, the Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 38,000 designated buildings and sites in New York City, most of which are located in 158 historic districts across all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

The Team

The Director of Research is a key member of senior leadership who manages a team of researchers, preservationists, and historians and advises the Chair and Commission on landmark designations. The Research department surveys and evaluates the cultural, historical, and architectural significance of New York City's buildings and neighborhoods to determine whether they are eligible for consideration as individual landmarks, interior landmarks, scenic landmarks, or historic districts. The Research department also drafts designation reports for buildings and districts under consideration for designation by the Commission.

Your Impact

With wide latitude for independent initiative and judgment, the Director of Research works closely with senior staff to develop strategic plans for the agency's landmark designations, oversees the landmark designation process and other special projects related to New York City's historic buildings and places.

Your Responsibilities

Under the supervision of the Executive Director, with very broad latitude for independent judgment, the Director of Research

- Working closely with the Chair and other senior staff, plans, develops, and manages the agency's designation program and ensures alignment with the agency's strategic goals.
- Develops priorities for agency surveys and oversees their execution, and with Research department staff evaluates and responds to requests for evaluation from the public and elected officials.
- Advises the Chair and Commission on all designation matters and carefully oversees landmark designations to ensure they are following legal requirements.

Sarah Carroll
Chair

- Develops and sets standards for research techniques, content and format of designation reports to ensure that the reports provide the legal basis for designation and works with the Preservation department to ensure they provide a basis for guidance on future regulation.
- Supervises the Deputy Director and other Research department staff, coordinating workflow, setting schedules, and ensuring adherence to agency policies.
- Meets with property owners and community groups to discuss potential landmark designations, makes presentations on potential landmarks at LPC public hearings and to City Council, and other organizations.
- Works as part of a team to develop technology to help track historic building surveys, landmark designations, public correspondence, and other information.
- Works closely with the Director of Strategic Planning and Special Projects on environmental review issues, GIS and technology, and special projects.
- Undertakes special projects related to designated buildings and districts, sharing stories about New York City history, or other agency goals including LPC's equity framework.

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 Skills

- The preferred candidate will have demonstrated expertise in the field of historic preservation or architectural history, and considerable knowledge of New York City's history and historic built environment, along with an understanding of design review and historic preservation regulations.
- Significant experience in undertaking research related to the historic built environment, a strong understanding of architectural history broadly and in New York City, experience in applying historic preservation standards to buildings and districts and making persuasive arguments.
- An understanding of LPC's designation process and regulatory work is desired.
- Managerial and supervisory experience.
- Excellent written and oral communication skills, and experience in giving public presentations.
- Demonstrated skills in project management, an ability to manage multiple assignments in short timeframes and deliver high-quality results, a demonstrable record of leadership and creative problem-solving, excellent time management skills, and a proven ability to meet deadlines.
- Experience and/or comfort with handling sensitive and controversial issues.
- The preferred candidate will commit to advancing the goals in LPC's equity initiative.
- The preferred candidate will have the ability to work independently and enjoy working collaboratively as part of the senior staff team.
- Excellent computer skills including expertise and familiarity with Microsoft software, some experience with Geographic Information Systems (GIS) and database management is desirable.
- Ability to apply graphic standards to a variety of documents. Experience using graphic design software, including Adobe Creative Cloud, is desirable.
- Maturity and professionalism.



Landmarks Preservation Commission

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Chair

How to Apply

Please submit resume and cover letter to: JobsNYC at <https://cityjobs.nyc.gov/>

Please Note

- The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.
- If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.
- Final appointment is subject to approval by the Office of Management and Budget.

LOAN FORGIVENESS: The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness | Federal Student Aid](#)

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!