



The City of Coral Gables
Assistant Historic Preservation Officer

CLASS CODE 2006

SALARY

\$79,132.04 - \$122,654.48 Annually

Job Description

This position is responsible for professional and technical work assisting the Historic Preservation Officer in overseeing the City's historic preservation and museum activities, including operations and programming endeavors. Responsibilities include reviewing, analyzing, and making recommendations to the Historic Preservation Officer for consideration by the Historic Preservation Board. Work involves administrative support in coordinating the activities of the Historic Preservation Board, Pinewood Cemetery Advisory Board, and Coral Gables Merrick House Governing Board or other related boards or committees. Exercises considerable initiative and independent judgment under the general direction of the Historic Preservation Officer.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists in the preparation of the department's annual budget and in the supervision of staff. Assists in the development of programs, prioritizing assignments and ensuring completion of departmental goals.

Assists in identifying current and developing issues impacting the preservation of historic resources and recommends to the Historic Preservation Officer measures to enforce the provisions of the historic preservation regulations as related to the historical resources of the City.

Provides administrative support to the Historic Preservation Board including schedules, agendas, and proper notifications.

Under the direction of the Historic Preservation Officer, provides educational material and instruction to members of the Historic Preservation Board, general public, students, and other municipalities.

Prepares designation reports, which establish and define the historic significance and character of the proposed designated historic landmarks and historic landmark districts and all other items as described in the preservation ordinance, under the direction of the Historic Preservation Officer.

Assists in the preparation of the National Register of Historic Places nomination proposals.

Provides applicable advice, standards, guidelines, and procedures to prospective applicants for Certificates of Appropriateness for historic landmarks or historic landmark districts.

Reviews applications for Certificates of Appropriateness, which may include a field check of the site and referral to other departments or agencies as necessary, to determine any adverse effect upon the public welfare; and makes recommendations to the Historic Preservation Officer to approve or deny standard Certificates of Appropriateness.

Maintains a survey and record of unique historically or architecturally significant sites, districts, or zones within the City.

Maintains and updates an official inventory delineating historic landmarks and photographic documentation of all officially designated historic landmarks and historic landmark districts.

Prepares summary reports of all decisions on applications for all Certificates of Appropriateness for designated historic landmarks and historic landmark districts including criteria and conditions for approval or denial. Reviews final development plans for designated historic landmarks or historic landmark districts, for compliance with terms and conditions of applicable Certificates of Appropriateness, prior to consideration for approval by the Historic Preservation Officer.

Works with state, county, other local governments, other City departments, public agencies, and private groups as required providing a continuing effort to protect and preserve significant elements of the manmade and the natural environment through public education and encouragement of sound conservation policies.

Conducts research and evaluates the historical significance of properties.

Assists in the preparation of articles for publication and coordination of television programs about Coral Gables history.

Maintains the City's archives, including the photographic collection.

Assists in the preparation of grant proposals; monitors compliance with awarded grants.

Performs other related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of the United States Secretary of the Interior's Standards for Rehabilitation, Federal laws pertaining to preservation such as the Historic Preservation Act of 1966, and ad valorem tax relief programs. Knowledge of architectural history, local history, landscape materials, site planning, and land use regulations. Knowledge of modern office practices and procedures. Skill in the use of computers and software applications related to the essential functions of the job. Skill in effective communication, both verbally and in writing. Skill in the use of various types of office equipment. Ability to identify and resolve problems in a timely manner. Ability to work independently with minimal supervision. Ability to establish and maintain effective working relationships with co-workers, officials, and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment, such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominantly indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of computer. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Bachelor's Degree in Architecture, Art History, Architectural History, Historic Preservation, or a related field.

Master's degree preferred.

Four (4) years of experience in historic preservation, including at least two (2) years supervisory experience.

Museum experience preferred.

Valid Florida Driver's License.

A comparable amount of training or experience may be substituted for the minimum qualifications.



City of Venice (FL)

Historical Resources Manager

CLASS CODE 506-4

SALARY

\$33.02 - \$52.83 Hourly

\$68,683.23 - \$109,892.94 Annually

Class Concept

General Statement of Job

Responsible for the direction, operation, administration, planning and development of the Venice Museum and Archives collection and exhibits ensuring proper care, protection and safekeeping.

City Expectations:

Certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Duties & Responsibilities

Specific Duties and Responsibilities

Essential Functions:

1. Advises citizens on the proper maintenance and renovation of historical buildings in the City. May liaison with other agencies and individuals to obtain expert advice regarding renovations.
2. Supervises staff members and directs the activities of and manages the City's museum and archives including historical collection of documents, photographs, furnishings, and personal memorabilia. Provides an area for the historical collection and catalogue of same.
3. Coordinates maintenance activities related to the structure in which the historical resources are housed.
4. Provides assistance and input to the City Planner in developing elements of Local Government Comprehensive Plan and Land Development Regulations Act with regard to historic preservation including mechanism to implement and administer policies of the element.
5. Oversees the donation process for appropriate historical materials.
6. Prepares an annual divisional (including Historical Preservation Board) budget and submits to Director of Public Works & Asset Management.
7. Coordinates activities with the Historical Preservation Board. Serves as staff liason member of the Historical Preservation Board. Attends meetings, conducts research, and serves as a resource for the Board.
8. Serves as staff liason member of the Public Art Board.
9. Maintains memberships in related professional organizations and remains current in developments in the field.
10. Accepts projects and assignments as directed by the Director of Public Works & Asset Management.
11. Responsible for hiring, transfer, suspension, promotion, discharge, discipline and evaluation of employees.

Responsibilities:

Responsible for promoting the mission of the City of Venice museum and archives in order to preserve its historical heritage. Responsible in work to the Director of Public Works & Asset Management.

Minimum Qualifications**Minimum Education and Training**

Requires a Bachelor's Degree in history, museum studies or related field and five (5) years of relevant experience, one of which must have been in a supervisory capacity. Master degree in history, museum studies or related field preferred.

Minimum Qualifications and Standards Required**Skill Requirements:**

Knowledge of history of the Venice area and historical conservation methods and practices. Skill in organizing, researching, and preparing exhibits and reproducing multi-media images (CD's, e-mails, photos). Ability to prepare brochures related to exhibits, archives, etc. and to give presentations to groups regarding history of the Venice area. Ability to research requests, assigning to volunteer staff where appropriate or handling difficult or involved requests personally. Ability to establish and maintain effective working relationships with supervisors, fellow-employees and the general public, with consistent demonstration of good judgment, humor, tact and confidentiality. Requires a working knowledge of the current version of the Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with CentralSquare Software applications based on an iSeries system is preferred. Working knowledge of current versions of Internet browsers and Microsoft Outlook is also highly recommended. Working knowledge of museum catalog program Past-Perfect software and the ability to learn other specific computer applications used in the Department.

Physical Requirements:

Ability to stand, walk, bend, stoop, lift as required, and sit for extended periods of time. Must be capable of functioning in a fast-paced, high-stress environment. Reasonable accommodations will be considered for individuals with physical disabilities.

Supplemental Information**Working Conditions:**

Work is primarily performed in an office environment.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.



The City of Coral Gables Archivist Part-Time

CLASS CODE 0028

SALARY \$20.00 Hourly

Job Description

The Archivist will be responsible for establishing and maintaining control of the Collections of the City of Coral Gables. The Collections include items housed at or connected with the Coral Gables Merrick House, a historic house museum, and the City of Coral Gables Archive Collection. The Archive Collection consists of photographs, documents, correspondence, scrapbooks, architectural drawings and blueprints, assorted items and records relating to the City of Coral Gables. The Archivist will report directly to the Historic Preservation Officer and will assist the Director in the management, preservation and reproduction of the City's Collections. This is a specialized position requiring knowledge about archive and collection management procedures and policies.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Oversees the care of, preservation of and access to the City archival Collections, including, but not limited to: organization, inventories, archival storage, registration, the conversion of paper records into the collections management database, digital imaging, and outgoing loans.

Shall write/revise a Collection Policy for the City.

Shall monitor all collection storage areas.

Recruits, trains and supervises interns and volunteers.

Develops and monitors budget expenditures.

Archivist functions: appraises, acquires, arranges, describes, preserves, and makes available the archival records of the City and of related materials acquired from outside the City in accordance with Florida Public Records Law and City ordinance and policy. Shall cooperate with the City Records Management Liaison Officer.
Performs other related tasks as required.

Knowledge, Skills, and Abilities

Solid knowledge of registrarial and collections care practices. Proficiency with collections management databases (Past Perfect data experience preferred), and basic office software. Strong computer and record management skills. Familiarity and interest in emerging digital technologies. Demonstrated ability to apply standard archival techniques in the appraisal, arrangement and description of archival records, including the creation of finding aids.

Knowledge of EAD (Encoded Archival Description) highly desirable. Demonstrated project management skills. Ability to work independently, as well as with other Department staff. Ability to establish and maintain

effective working relationships with co-workers, officials and the general public. Excellent oral and written communication skills.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Considerable amount of time spent using computer. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree required in museum studies, library science or related field. A Master's degree preferred.

Minimum of 2 years professional experience as a Collections Manager, Archivist, or related position in a museum or private collection with responsibility for: museum registration, object care and preservation, and loans, with command of AAM collections management standards.

Knowledge of the history of Coral Gables is desirable.

Experience with digitization of archival material is desirable.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's license.



City of Norfolk
City Historian

CLASS CODE 100311

SALARY

\$23.52 - \$38.35 Hourly
\$1,881.23 - \$3,067.88 Biweekly
\$4,076.00 - \$6,647.08 Monthly
\$48,912.00 - \$79,765.00 Annually

Description

Provides historical information regarding city sites. Presents and coordinates exhibits featuring historical objects. Provides research and presentation advice.

Essential Functions

Essential functions include but are not limited to:

- Provides information regarding historic city sites, structure and events by conducting research, maintaining files, preparing reports, serving as ad hoc adviser, offering suggestions and contacts relating to resources and procedures regarding the collection, conservation and display of historic materials, making presentations to inside and outside agencies.
- Provides administrative support by assisting library users in research, soliciting books, images, documents and objects for the local history collection, suggesting alternative repositories for additional resources, coordinating with inside and outside agencies to create historical exhibits and publications.

Education/Experience

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Three years of experience.

Certifications and Other Requirements

N/A