



# CITY OF TACOMA invites applications for the position of: **Historic Preservation Coordinator**

An Equal Opportunity Employer

**SALARY**

Annually  
\$63,440.00 - \$81,369.60

**OPENING DATE:** 08/19/21

**CLOSING DATE:** 09/09/21 05:00 PM

**POSITION  
DESCRIPTION:**



The City of Tacoma Planning and Development Services Department is seeking an experienced, dynamic historic preservation professional to provide technical and administrative support to the [Historic Preservation Program](#) and the City [Landmarks Preservation Commission](#). Under the direction of the Historic Preservation Officer, the Historic Preservation Coordinator will work directly with the public, Landmarks Commissioners, property owners and developers on project design review, plan and implement community events, support policy development, conduct grant research and writing, and develop media content and programming relating to the historic preservation program.

The Historic Preservation Coordinator position requires frequent contact with the public, including the ability to speak in public, and excellent verbal and written communication skills, including the ability to convey complex, technical and sometimes controversial information in a clear, concise and courteous manner. Incumbents should be well versed in best practices in preservation planning and historic preservation at the local government level, as well as have a familiarity with urban planning policy, land use regulations, building codes, sustainability, and economic development. Successful candidates will be enthusiastic about historic preservation and recognize its importance in developing a high quality of life in an older city.

**Candidate Profile**

In Tacoma, engagement is one of the key Historic Preservation strategies. A successful candidate will be a person who has strong programming and social media skills, enjoys working with a diverse community, and is an innovative ideas person, who is not averse to proposing and trying new approaches in order to broaden outreach and facilitate programming. The Historic Preservation Coordinator will possess a broad base of knowledge of historic preservation in a local government setting, including project review and permitting, environmental review, long range planning, and community programming. The employee will need to be able to oversee

highly visible and sometimes controversial projects effectively and with sensitivity. To navigate in a complex organization, the candidate will possess strong interoffice and interagency relationship building and management skills, as well as a nuanced understanding of organizational decision-making and operation. The Historic Preservation Coordinator will have experience managing Citizen Commissions and Committees as well as a working knowledge of public meetings laws and practices. The candidate should have a strong awareness of systemic racism and inequity, including an understanding of how these issues affect outcomes in a public policy and regulatory setting.

### **The Department**

The Historic Preservation Program is located within the Planning Division of the Planning & Development Service Department (PDS). The PDS mission is to partner with the community to build a livable, sustainable, and safe City by providing strategic, timely, predictable, cost-effective planning and development services with a culture focused on community engagement, customer service, creativity, accountability, and continuous improvement. The Department encompasses all aspects of building, land use, and site development.

The Planning Division comprises urban planning and design professionals who work with the community to develop the vision and implementation strategies that guide growth and development so that it enhances the quality of life for present and future generations. In addition to Historic Preservation, the Division includes long-range land use, neighborhood, housing and environmental planning. We work together with the community, City Council, Planning Commission, and Landmarks Preservation Commission to develop and update the [One Tacoma](#) Comprehensive Plan, along with neighborhood and subarea plans, and associated regulations and implementation strategies that guide the future development of the built and natural environment of Tacoma.

### **Essential Duties**

- Provides professional staff support to the Landmarks Preservation Commission
- Develops staff recommendations to the Landmarks Preservation Commission based on applicable standards, regulations and guidelines
- Administers design review of various development applications
- Develops and implements various historic preservation related community events and programs
- Assist with the preparation of written materials highlighting program activities, such as newsletters
- Assists in the preparation of grant applications and plans, research availability of private and grant funding and prepare grant proposals
- Interprets and applies applicable state and municipal codes, ordinances and regulations, including local and federal design review standards for historic properties
- Explains and interprets historic preservation regulations, guidelines and standards to City staff, external agencies and the public
- Assists with the application process for various recognition award programs
- Assists in writing ordinances and regulations relating to historic preservation development controls and incentives
- Provide information and technical assistance to citizens and community and neighborhood groups regarding historic preservation related incentives and requirements

- Assists with the compilation and development of reports and information on program goals, activities and achievements
- Attends neighborhood and community meetings as needed on behalf of the Historic Preservation Program
- Performs as Historic Preservation Officer in their absence
- May lead and/or supervise interns, consultants and volunteers
- Attends substantial number of evening and weekend meetings
- Performs related duties as assigned

### **City of Tacoma Commitment to Diversity and Inclusion**

Tacoma's diversity is its greatest asset. Tacoma embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Tacoma's entrepreneurial spirit, workforce, and long-term success. In Tacoma, equity and empowerment are top priorities, meaning that all Tacoma residents must have equitable opportunities to reach their full potential and share in the benefits of community progress. One of our goals is for the City of Tacoma workforce to reflect the community it serves. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

## **QUALIFICATIONS:**

### **DESIRABLE QUALIFICATIONS:**

#### **An equivalent combination to:**

A Bachelor's degree in urban planning, history, archaeology or directly related field

#### **AND**

Two (2) years of experience in historic preservation **and/or** community/neighborhood planning.

## **KNOWLEDGE & SKILLS:**

### **KNOWLEDGE & SKILLS:**

- Experience working in a political environment
- Familiarity with the application of local and federal historic preservation standards for rehabilitation projects
- Experience in project design review
- Working knowledge of the multiple historic preservation agencies at different jurisdictional levels
- Experience working as support staff to public boards, commissions or elected bodies
- Strong communications skills
- Knowledge of government policies, procedures, structure, applicable laws and ordinances

### **COMPETENCIES:**

#### **Technical Knowledge**

Theory, principles and techniques of the historic preservation planning profession including design guidelines and standards, design review, historic architecture, history; federal, state and local laws, ordinances and codes pertaining to preservation; technical research and

analysis, report development, budget management, and City government organization, policies and procedures. Proficiency with computer hardware and software programs, which may include Microsoft Office, Internet applications, project management applications and GIS.

### **Consulting**

Employ expertise, credibility, and effective partnering to help clients identify, evaluate, and resolve complex or sensitive issues, problems, and service needs. Identify resources and potential solutions that are practical and effective, understanding when, where and how to implement those options. Excel at helping the customer navigate through complex or sensitive issues, advising on best practices and important trends. Think and act proactively about service issues, following up to make sure desired outcomes are realized.

### **Analysis**

Use data and information in clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions. Judge or infer appropriate responses to a set of information on the basis of clear guidelines or procedures. Form accurate conclusions regarding actions to be taken.

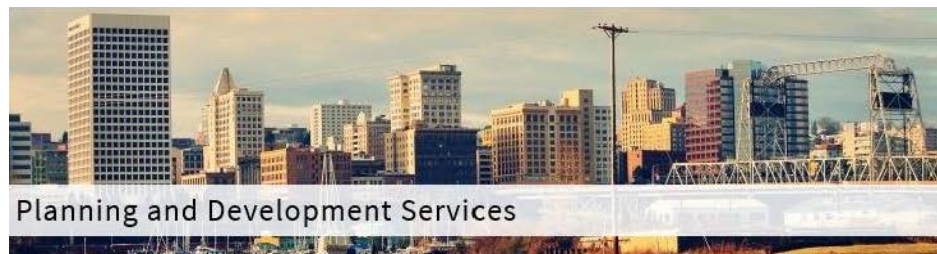
### **Workload Management**

Effectively manage multiple, high-priority assignments or issues simultaneously and meet firm deadlines; effectively and sensitively oversee highly visible/controversial projects or involving competing priorities and analyzing situations to develop a course of action to produce work products that are accurate, thorough and on time.

### **Communications Effectiveness**

Effective communication both verbal and in writing including the compilation of reports, presentations and records; and interacting respectfully and sensitively with individuals and groups to develop and maintain productive relationships and achieve results. Sustaining public trust while improving accountability; interacting with all levels of staff, public, various officials and others. Technically edit and provide oversight for the preparation of technical reports; use discretion and sound judgment handling assignments and workplace situations.

## **SELECTION PROCESS & SUPPLEMENTAL INFORMATION:**



### **To be considered for this career opportunity:**

Please **apply online** through the City of Tacoma's website and attach a **detailed resume and cover letter** describing your experience, training, motivations, and expertise as it relates to the responsibilities of this position.

In order for your application materials to be considered, all information must be submitted by the closing date and time listed on this job announcement.

Applicants whose backgrounds most closely reflect the current needs of the department may be invited to participate in an interview. Reference checks will be conducted on final candidates and appointment is subject to passing a background check.

Per City of Tacoma Personnel Management Policy #170, the City of Tacoma is a drug-free work environment. Appointment is subject to successful completion of a pre-employment background and references check.

When you work for the City of Tacoma you'll have the opportunity to enjoy a healthy work/life balance, the potential for flexible work schedules (with some job classifications), continuing education programs, leadership pathways, wellness incentives and a total rewards benefits program. We welcome you to take a look at our website and discover how the City of Tacoma can make your next career move part of our combined destiny:

<http://www.cityoftacoma.org/>

<http://www.traveltacoma.com/>

<http://www.cityoftacoma.org/newhires>

The City of Tacoma believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **Communication from the City of Tacoma:**

We primarily communicate via email during the application process. Emails from cityoftacoma.org and/or governmentjobs.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk email folders.

The online application system requires you to enter a substantial amount of information. In order for your application materials to be considered, all information must be submitted by the closing date and time listed on this job announcement.

For assistance with the NEOGOV application process, or questions regarding this job announcement, please call Human Resources at (253) 591.5400 before **4:00 pm** of the closing date of the job announcement.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department  
747 Market Street  
Tacoma, WA 98402-3764  
253-591-5400

Job #2310-21  
HISTORIC PRESERVATION COORDINATOR  
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### **Historic Preservation Coordinator Supplemental Questionnaire**

- \* 1. This supplemental questionnaire will be used to determine whether you meet the minimum qualifications for this position and will be used as a tool to screen applications

prior to an in depth look at your application materials. These questions should be completed thoroughly and honestly. Your responses to these questions may be accessed through the interview and reference check process. Any sign of deliberate misinformation or intentional exaggeration will result in disqualification from the hiring process. Do NOT refer to your resume in lieu of answering these questions. I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Please check "Yes" to indicate that you have read and understand these instructions.

Yes  No

- \* 2. Which best describes your education and experience as it relates to this position.
  - Bachelor's degree in urban planning, history, archaeology or directly related field and two (2) years of experience in historic preservation and/or community/neighborhood planning.
  - An equivalent combination of education and experience that provides a comparable level of expertise to meet the qualifications of the position.
  - None of the above
- \* 3. If you selected "An equivalent combination of education and experience" in the previous question please describe your education, work experience, training or other skills that make you qualified for this position. If this does not apply to you please respond with "N/A".
- \* 4. This position requires professional experience in the field of local government preservation planning. The City of Tacoma is a Certified Local Government (CLG).

Please describe your experience working in or familiarity with a CLG program as it pertains to this position, including experience applying the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Buildings, or local design guidelines.
- \* 5. Occasionally, issues involving historic properties become controversial and/or adversarial, involving conflicting perspectives. Examples may include recommendations for historic designation, decisions involving architecturally inappropriate work, or decisions made by policy makers that some citizens find upsetting.

Please provide an example of a work experience in which you have been involved in a controversial or adversarial issue, how you contributed to improve the outcome, or, where you feel the outcome was not successful, what insight you gained from the experience.
- \* 6. Please explain why you think historic preservation is important to a community, and what component(s) of historic preservation are most interesting to you.
- \* 7. From your point of view, please explain what the relationship is between historic preservation and economic development, affordable housing, equity and systemic racism, and sustainability. Please describe any work experience you have in this area.
- \* 8. Please detail your experience working with citizen boards or commissions.

- \* 9. In your view, what are the essential elements to a successful local government historic preservation program?
  
- \* 10. This position requires some independent, self-initiated work, such as event planning. Please describe any personal examples you have of developing and implementing community programming, including what you see as keys to success.
  
- \* 11. What innovative strategies do you think could be used to expand communities' understanding of and engagement with historic preservation programs?
  
- \* 12. Please tell us how you learned about this job opening.
  - Job Interest Card notification
  - Professional organization
  - City of Tacoma employee
  - Online job board
  - Word of mouth
  - Tacoma community organization
  - General internet job search
  - Other
  
- \* 13. If you selected "other" or one of the community organizations in the previous question, please provide specific information regarding how you learned about this job opening. This information will be used to assess our public outreach and refine future job postings for community outreach. Thank you for your feedback.
  
- \* Required Question