

# SENIOR PLANNER

Recruitment #1502-3164dc-001

**List Type** Original

**Requesting Department** COMMON COUNCIL - CITY CLERK

**Open Date** 4/3/2015

**Filing Deadline** 4/24/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **PURPOSE**

The Senior Planner works under the supervision of the City Clerk and conducts planning studies, research, and environmental reviews and produces reports on topics related to historic preservation. The Senior Planner works as staff to the Historic Preservation Commission and issues Certificates of Appropriateness for exterior changes to locally-designated buildings. The Senior Planner works with the public and developers/contractors to apply and interpret historic preservation guidelines and provides drawings and sketches when necessary to communicate preservation guidelines. The Senior Planner determines appropriate materials and techniques to be used in the preservation of historic buildings.

## **ESSENTIAL FUNCTIONS**

- Review requests for Certificates of Appropriateness. Works with applicants to ensure proposed plans use historically appropriate design, methods and materials.
- Issue Certificates of Appropriateness
- Provide information and assistance to owners of history property, e.g. detailed drawings and sketches, advice regarding design and materials.
- Troubleshoot difficult preservation projects with other City departments, building owners, contractors and others involved in the project implementation.
- Serve as staff to the Milwaukee Historic Preservation Commission. Prepare monthly meeting presentations, research and write monthly staff reports, and staff subcommittees as necessary.
- Draft brochures and booklets on various topics for distribution to the public.
- Make public presentations on topics related to historic preservation.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **CONDITIONS OF EMPLOYMENT**

Must be able to travel to meetings at various locations throughout the city.

## **MINIMUM REQUIREMENTS**

1. Bachelor's Degree in Architecture, Historic Preservation, Urban Planning or other closely related field.
2. Three years of experience in a municipal setting developing and implementing policies, procedures and design guidelines related to the field of preservation, restoration, or conservation of historic structures. Equivalent combinations of education and experience may be considered.
3. Valid driver's license at time of appointment and throughout employment.

## **DESIRABLE QUALIFICATIONS**

## ***Senior Planner (Common Council – City Clerk)***

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- Masters Degree in Architecture, Historic Preservation or Architectural History.

### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of architectural history, historical preservation, preservation architecture, or preservation planning.
- Knowledge of constructions methods and practices to understand how buildings are put together.
- Knowledge of building materials, properties and applications.
- Knowledge of preservation technology and appropriate techniques used for preservation of buildings.
- Knowledge of state and federal preservation law and programs.
- Knowledge of building trades such as masonry, electrical and carpentry.
- Knowledge of architectural design.
- Skill in developing and implementing preservation guidelines and policies, procedures related to preservation and restorations of historic buildings.
- Ability to distinguish original materials from replacements and appropriate replacement parts such as windows and moldings.
- Ability to read architectural plans and drawings.
- Ability to produce scale drawings.
- Ability to remain calm and professional when dealing with difficult personalities of owners, contractors, the public, government agencies and other City departments.
- Ability to make presentations before groups of various sizes.
- Ability to take professional quality photographs.
- Ability to do forensic analysis to determine date of construction or date of alteration.
- Ability to formulate preservation guidelines.
- Ability to work in a high stress environment.
- Ability to provide specifications for storefront design, porch design, and additional to existing properties.
- Ability to locate hard-to-find building materials.
- Ability to learn web-based software programs.
- Ability to conduct field inspections to check the accuracy of projects under construction.
- Ability to interpret and implement municipal ordinances and administrative codes.
- Ability to use computer equipment and software such as: a computer (desktop and laptop), phone, copier, scanner, fax machine, digital camera, Windows Photo Viewer, Windows Paint, Microsoft Word, Excel, Outlook and PowerPoint.

### **CURRENT SALARY**

The current starting salary (PG 2EX) for City of Milwaukee residents is \$55,936 annually, and the non-resident starting salary is \$54,591.

### **SELECTION PROCESS**

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

***Senior Planner (Common Council – City Clerk)***

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INITIAL FILING DATE - The examination will be held as soon as practical after **April 24, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.