

## **HISTORIC PRESERVATION PRINCIPAL PLANNER**

The Chatham County Savannah Metropolitan Planning Commission (the MPC) is seeking to hire a Historic Preservation Principal Planner. The Historic Preservation Principal Planner will perform reviews as assigned by the Director of Historic Preservation, review and analyzes historic preservation requests for compliance in best practices. Assist the public in the application process for Certificates of Appropriateness (COA); review applications and petitions for COA in historic district(s); conduct site visits and inspections of properties for COA compliance; provide staff support and present recommendations to various Historic Preservation boards for consideration. Conduct Section 106 reviews under the City's programmatic agreement with the State of Georgia Historic Preservation Office, and the Secretary of the Interior's Standard for Rehabilitation. Works with various committees, task forces and neighborhood associations communicating with developers, designers, contractors, the public, and various governmental agencies while exercising skills in problem solving, multi-tasking, adapting to rapidly changing environments, negotiating, communicating, mentoring, collaboration, and team building.

### **Essential Duties:**

- The successful candidate will perform key activities to include problem solving, managing, and executing multiple tasks, adapting to rapidly changing environments, negotiating, communication, project management, ability to manage and mentor, and collaboration and team building
- Have the collaborative style and consensus-building skills to form and nurture effective partnerships and key alliances with MPC Commission, community business leaders, elected officials, political leaders, media, the public and other stakeholders
- Review COA applications for properties located within the historic district or historical site of Savannah-Chatham County for compliance with local historic preservation ordinances
- Prepare and present detailed staff reports on development proposals to various Historic Preservation boards
- Review Master Plan and Guidelines when evaluating, new markers, monuments, and public art
- Prepare nominations for structure(s) to be designated as a historic district
- Coordinate community educational programs to preserve the City and County historic resources
- Present staff reports on historic preservation items to various Historic Preservation boards, City Council, County Commission, Metropolitan Planning Commission, and the Zoning Board of Appeals

### **Licenses, Certifications & Employment Standards:**

- Must possess and maintain a valid class C driver's license and a satisfactory driving record
- Bachelor's degree required; Master's degree preferred in Public Administration, Historic or Regional Planning, or a related field, with five to seven planning related experience; with at least two years of planning related experience within a public agency.

Email resume and cover letter including salary requirements to: Pamela Everett, Assistant Executive Director, Compliance & Operations, Chatham County-Savannah Metropolitan Planning

Commission, email: [everettp@thempc.org](mailto:everettp@thempc.org) with the following subject line: Historic Preservation Principal Planner. Open until filled. Salary will be commensurate with experience and qualifications. FLSA: Exempt. MPC IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H