



Cultural Resource Planner: The Chatham County – Savannah Metropolitan Planning Commission (MPC) seeks a Cultural Resource Planner to join a team of professionals to assist the Preservation Officer in the review of applications for historic preservation (Certificate of Appropriateness), community plans, and special studies. Activities include Section 106 Environmental Reviews under the City’s Programmatic Agreement with the State Historic Preservation Office, staff support for various boards and other related planning duties. Applicants must be experienced in using Microsoft Office Suite and GIS is required. Proficiency with the following tools and technologies is also desirable: Adobe Illustrator, Adobe Photoshop, and SketchUp. Applicants must also possess exceptional writing and presentation skills, as well as the ability to work with citizen groups.

Performs other related duties as assigned.

Minimum Qualifications

Education and experience requirements are: a) Bachelor’s Degree in Historic Preservation, Urban Planning, Architecture, or related field and two (2) years professional experience; or b) A Master’s Degree with one year of demonstrable, professional experience in Planning and/or Historic Preservation is required. Applicant is required to have or be able to obtain a valid driver’s license.

Background investigation, including supervised drug screen, verification of education, certifications, and licenses required prior to employment.

Additional Information

Knowledge of city ordinances, regulations, policies, and procedures.

Knowledge of state and federal grants management and regulations.

Knowledge of environmental and sustainable design.

Skill in preparing and presenting reports and information.

Skill in prioritizing and organizing work.

Skill in operating a computer and conducting online research.

Skill in public and interpersonal relations.

Skill in oral and written communication.

The MPC is in the coastal city of Savannah, GA and offers an excellent opportunity to work with a progressive agency located in the heart of Savannah’s historic district, near beaches and numerous other recreational and cultural attractions. Send resume and cover letter to: Christy Adams, Director of Administration, Chatham County – Savannah Metropolitan Planning Commission, P.O. Box 8246, Savannah, GA 31412-8246; email: humanresources@thempc.org with the following subject line: **Cultural Resource Planner**. No phone calls please. **Opened until filled with first review of applications February 19, 2019.** Please provide salary history with submitted resume.

MPC IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H