



Arlington County

HISTORIC PRESERVATION SPECIALIST

SALARY	\$68,099.20 - \$104,062.40 Annually	LOCATION	Arlington, VA
JOB TYPE	Full-Time Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	1505-24G-PHD-BH	DEPARTMENT	Community Planning, Housing and Development
DIVISION	CPHD Neighborhood Services	OPENING DATE	04/12/2024
CLOSING DATE	5/9/2024 11:59 PM Eastern		

Position Information

This is a re-announcement; those who have previously applied do not need to apply again.

Arlington County's [Community Planning, Housing & Development \(CPHD\)](#) department is seeking a Historic Preservation Specialist for its [Neighborhood Services Division \(NSD\)](#) and the Historic Preservation Program (HPP). The HPP helps identify, document, and preserve Arlington's historic resources and cultural heritage. The team enforces the Historic Preservation Ordinance, including supporting the functions, committees, and activities of the Historical Affairs and Landmark Review Board (HALRB), while promoting historic preservation through a variety of special projects such as reviewing and approving Certificates of Appropriateness (CoAs) in the County's 42 local historic districts.

Specific duties include:

- Conducting regular monitoring and CoA-related inspections in all the County's 42 local historic districts;
- Maintaining a working knowledge of the design guidelines applicable to protected historic properties;
- Creating, recording, and maintaining field data, correspondence, and documentation for CoA applications in progress, building permits issued, and CoA-related inspections and/or compliance issues;
- Receiving and processing CoA-related complaints and working with the Historic Preservation Planner to assist customers pursuing compliance;
- Leading civic engagement efforts for major projects of the HPP, such as the ongoing outreach for the recently approved Historic and Cultural Resources Plan, revisions to local historic district design guidelines, and inter-departmental initiatives involving historic preservation, cultural heritage, and/or heritage tourism;
- Planning, developing, and implementing historic preservation-related outreach and educational activities/programming to a broad and diverse range of the community, such as via special events, the HPP's e-newsletter, County website, historic markers, and other informational media;
- Providing technical preservation guidance to various community and internal constituents, including property owners, residents, management companies, architects, contractors, the public, the HALRB, and other County staff;
- Evaluating and approving various types of trade and building permits for historic properties; and

- Helping maintain the HPP's records collection and making those records more accessible to the public.

The ideal candidate will have strong oral and written communication skills to effectively convey preservation or land use laws, policies, and procedures to the public as well as having the ability to read and interpret construction drawings and land use development maps and plans along with excellent organizational skills to prioritize and manage multiple tasks simultaneously.

Selection Criteria

Minimum:

- Bachelor's degree in Historic Preservation, Public History, Architecture, History, Urban Planning or field directly related to program area; and
- Some professional experience in a preservation- or urban planning-focused organization.

Substitution: Additional qualifying experience may substitute for the education requirement on a year-for-year basis. A Master's degree or higher may be substituted for some of the experience requirement.

Desirable: Preference may be given to candidates with a Master's degree in a related field and in possession of one or more of the following:

- Experience enforcing zoning ordinances, land use policies, and/or historic district design guidelines;
- Experience with historic preservation zoning ordinances and collaborating with a public board and/or commission on historic preservation projects and/or policies;
- Experience planning and executing a range of educational/outreach events with a focus on historic preservation, architecture, and/or cultural heritage;
- Experience managing large-scale and long-term projects; and/or
- Ability to communicate in Spanish (oral and/or writing skills).

Special Requirements

Driver's License: This position will require travel around Arlington County for various meetings and field inspections. The applicant must possess, or obtain by time of appointment, a valid driver's license. The applicant must authorize Arlington County to obtain or provide a copy of their official driving record. Any offer of employment may be contingent upon a favorable review of the applicant's driving record.

Cover Letter: Please attach a cover letter or supplemental question response to your online application addressing your interest in this position and detailing how your experience and accomplishments meet the selection criteria requirements.

Additional Information

Work Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. with 2-3 days of telework per week available. Some evening and weekend work will be required to attend community meetings, HALRB meetings, and special events.

Your responses to the Supplemental Questionnaire are considered part of the selection process. Please do not enter "see resume" as a response to the questions.

Each section of the application must be completed. A resume may be attached; however, it will not substitute for the completed application. Incomplete applications will not be considered.

The official title for this position is Management Specialist.

All Management Specialists are eligible for County government employee benefits that include health, dental, vacation and sick leave, commuter transportation subsidies, tuition reimbursement, as well as a generous retirement plan.

For more information on Arlington County's generous benefits and retirement plan, click [here](#).

Arlington County is committed to advancing diversity, equity, access, and inclusion across all our services, activities, and programs. [Learn more about our commitment](#).

#LI-Hybrid

Applicants who have questions or need assistance with the application may telephone (703) 228-3500 or visit the Human Resources Department. Our staff will be happy to work with you to enter your application into the system. Public access computers are available at all County Libraries, and in the Human Resources Department.

The examination process for this position may include: (1) training and experience evaluation; (2) written and oral examination; (3) personal interview; (4) performance test/work sample; and/or (5) physical examination.

Applicants with disabilities may request reasonable accommodation during the application or selection process. Please call the ADA Coordinator at 703-228-3559 (voice) or email pers@arlingtonva.us.

Agency

Arlington County

Address

2100 Clarendon Blvd, Suite 511

Arlington, Virginia, 22201

Phone

703-228-3500

Website

<https://careers.arlingtonva.us/>

HISTORIC PRESERVATION SPECIALIST Supplemental Questionnaire

*QUESTION 1

Do you have a Bachelor's degree in Historic Preservation, Public History, Architecture, History, Urban Planning, or a closely related field?

Yes

No

*QUESTION 2

If you do not have the required college degree, do you have the additional directly related experience that may substitute for the degree requirement?

Yes

No

*QUESTION 3