



## HISTORIC PRESERVATION SPECIALIST

**SALARY: \$6,933 - \$8,398/month**

**FILING DEADLINE: April 22, 2025**

### **POSITION DESCRIPTION**

Come and join the City of Fresno in achieving our mission of Building a Better Fresno!

Are you passionate about preserving history and shaping the future? The City of Fresno is seeking a dedicated Historic Preservation Specialist to lead efforts in safeguarding the city's rich cultural heritage. In this pivotal role, you'll manage the historic preservation program, evaluate significant archaeological and historic properties, and collaborate with diverse stakeholders to protect Fresno's legacy. If you're ready to make a lasting impact and contribute to building a better Fresno, we want to hear from you!

Duties may include, but are not limited to, the following:

- Lead and manage the City's historic preservation program and ordinance.
- Identify, evaluate, document, and register significant archaeological and historic properties.
- Review properties for eligibility to local, State, and National Registers of Historic Places.
- Draft nomination forms and oversee architectural survey contracts.
- Manage historic preservation grant applications and recommend funding projects.
- Collaborate with community groups, agencies, and committees on preservation efforts.
- Educate the public and property owners on the benefits of historic preservation.
- Prepare reports, correspondence, and technical documents related to preservation activities.

Duties and schedules may vary by assignment, please inquire about specific duties and/or schedules if called upon for an interview.

Full job specification may be viewed at:

[https://www.fresno.gov/wp-content/uploads/2023/05/Historic-Preservation-Specialist\\_9\\_17.pdf](https://www.fresno.gov/wp-content/uploads/2023/05/Historic-Preservation-Specialist_9_17.pdf)

View "We Work For You" video to get an inside look at how rewarding it is to work for the City of Fresno: <https://youtu.be/RjOUf52KPrk?si=NmkwtgYbTxdKcKOz>

The current vacancy exists in the Planning and Development Department. Immediate and future vacancies will be filled from this eligible list for a period of three (3) months from the date the eligible list is created, with the option of extending that period at the City's discretion. If the examination process is suspended for this recruitment, the eligible list may be limited to three (3) months.

### **THE REQUIREMENTS**

Applicants must meet the minimum qualifications on or before the posted filing deadline in order to qualify for the examination and does not assure a place on the eligibility list.

#### **OPTION 1:**

Possession of a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or graduation from an accredited college or university with a Bachelor's Degree in architectural history, art history, historic preservation or a closely related field

AND

Two (2) years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution;

**OPTION 2:**

Possession of a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field

AND

Two (2) years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution OR substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

APPLICANTS MUST ATTACH A COPY OF TRANSCRIPTS FOR EDUCATION VERIFICATION (instructions below on how to attach documents). Applications lacking the attachment may be rejected.

**ADDITIONAL REQUIREMENTS**

The work experience section MUST be completed with detailed duties, dates and weekly hours worked for each title held. Please SPECIFY the relevant duties with which you have experience on your application. Resumes will not be accepted in substitute of a completed employment application and will not be used to evaluate minimum requirements. Applications lacking a completed work experience section may be rejected.

Possession of a valid California Driver's License may be required at time of appointment. Candidates considered for hire may be required to provide proof of a valid driver's license and current copy of their driving record.

Incumbents in this classification must meet the minimum professional qualifications pursuant to Code of Federal Regulations, 36 CFR Part 61.

The selected eligible candidates certified will be required to successfully pass a Department interview and a Department of Justice fingerprint prior to employment with the City of Fresno.

**SELECTION PROCESS**

The examination process may consist of the following:

**Application Review** - Qualifying Only: Applications which meet the minimum qualifications will be reviewed and a limited number of the most qualified candidates will be invited to the Oral Examination. Selection of the most qualified candidates will be based upon those applications demonstrating the greatest breadth and depth of applicable education, experience, skills and training. Therefore, applicants are urged to submit sufficiently detailed information in their application materials for evaluation.

**Oral Examination** - 100%: A panel of subject matter experts will conduct a job-related oral examination to evaluate the candidate's abilities in areas such as, but not limited to, interpersonal and

communication skills, knowledge of applicable laws, codes, and regulations, understanding of historic preservation principles and methods, ability to manage historic and recreational sites, and other key competencies related to the position.

Candidates must achieve a passing score to qualify for the eligible list.

The oral examination has been tentatively scheduled for the week of May 12th, 2025.

### **PAY, BENEFITS, & WORK SCHEDULE**

#### **BENEFITS: UNIT 13 Classification – City of Fresno Professional Employees Association (CFPEA)**

**HEALTH INSURANCE:** The City contributes toward monthly premiums for PPO medical, dental and vision for employee and dependents.

**FLEXIBLE SPENDING ACCOUNT:** IRS 125 Plan for health and dependent care expenses.

**DEFERRED COMPENSATION:** Voluntary 457 plan with Fidelity Investments to increase your retirement savings.

**MANAGEMENT LEAVE:** 60 hours per fiscal year for exempt employees.

**ANNUAL LEAVE:** Accrue 15.5 hours per month with cash out provisions.

**SUPPLEMENTAL SICK-** 40 hours per fiscal year. 80 hours lifetime maximum

**HOLIDAYS:** Ten (10) City-observed annual holidays plus birthday and two (2) personal days.

**LIFE INSURANCE:** Benefit equal to annual salary; premium paid by the City.

**LONG-TERM DISABILITY:** Benefit equal to 66.66% of monthly salary up to \$7,500 per month after 30 days of disability; premium paid by the City.

**BILINGUAL PREMIUM:** PAY: \$100 per month

**HEALTH REIMBURSEMENT ARRANGEMENT:** Eligible retirees can use remaining Sick Leave balance at 80% of hourly rate and other leave balances, if applicable, to reimburse medical insurance and qualified medical expenses, tax free.

**RETIREMENT:** City of Fresno Retirement Systems, one of the best funded public systems in the state. Reciprocity with other CA public agencies. Vested in Retirement benefits after 5 years of service. City employees do not participate in Social Security.

**DROP (Deferred Retirement Option Program):** an optional, voluntary program that allows an employee to deposit retirement benefits in a special savings account within the Retirement System while continuing to work for the City of Fresno for up to 10 years. Participation minimum is age 50 and vested. Benefits includes ownership of accumulated funds, compound interest earnings, and alternative distribution options.

Additional information regarding the City of Fresno benefits is available at

<https://www.fresno.gov/personnel/human-resources-support/#tab-1>

### **HOW TO APPLY**

APPLICANTS MUST COMPLETE AN ON-LINE APPLICATION. PLEASE VISIT

[www.fresno.gov/jobs](http://www.fresno.gov/jobs). TO APPLY. For information on how to complete an on-line application, please view "Instruction Guide" on the City's website, Personnel Services Career Opportunities page, or call (559) 621-6950 for assistance. Resumes will not be accepted in lieu of a completed employment application.

ALL CORRESPONDENCE regarding this recruitment and exam process will be sent via e-mail. All applicants will acknowledge such understanding when they complete their on-line application. Verify we have your correct e-mail address before you submit your application. It is an applicant's

responsibility to check their email frequently to ensure they receive all pertinent communication from the Personnel Services Department on a timely basis. Applicants will receive an automatically generated confirmation e-mail upon a successful application submittal. The e-mail is the only proof of submittal.

It is an applicant's responsibility to check their email account and to ensure it is set up to accept emails from the City of Fresno. Dependent upon your settings, notices from the City of Fresno may be directed to the junk mail or spam folders. It is the applicant's responsibility to check these folders.

Applications must be submitted by midnight on the filing deadline, or they will not be accepted for any reason. FOR THIS RECRUITMENT, IT IS RECOMMENDED THAT PERMANENT FRESNO CITY EMPLOYEES APPLY THROUGH PEOPLESOFT SELF SERVICE.

### **ADDITIONAL INFORMATION**

#### **HOW TO ATTACH DOCUMENTS TO OUR ONLINE APPLICATION:**

1. Your document must first be scanned and saved to a computer or thumb drive (save as the "document name.")
2. Then go to [www.fresno.gov/jobs](http://www.fresno.gov/jobs) > City of Fresno Jobs > Apply On-Line.
3. Enter the same Login Information (Username & Password) that is going to be used for the job you are applying to.
4. Under the section "My Career Tools" (located towards the top of the page), Select "Cover Letters & Attachments", and then "Add Attachments" towards the bottom.
5. For Attachment Type, choose the most appropriate option (i.e. "DIPLOMA/TRANSCRIPTS or DD214.")
- \*If you do not see an appropriate choice, you may use "Reference Attachments." Under Attachment Purpose, you can TYPE a description.
6. Then Select "Add Attachment" and hit the "Browse" button to locate your attachment.
7. Once you have selected your attachment, select "Open", hit "Upload" and then "Save & Return."
8. After you confirm your attachment has been uploaded, then proceed to fill out your online application.

### **VETERAN'S PREFERENCE**

Candidates applying for veteran's preference are required to submit a copy of their DD214 with their application during the specified filing period. Evidence must be presented to indicate that the candidate was discharged honorably from the military service. Veterans, including City employees, must resubmit proof of honorable service for every examination for which veteran's preference credit is requested. Qualified veterans who pass the examination will have five (5) points added to their final score.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Fresno is an equal opportunity employer. Should you need a special accommodation due to a qualifying disability, please contact the Personnel Department at (559) 621-6950 in advance of the examination.