

ASSOCIATE LANDMARKS PRESERVATIONIST

General Statement of Duties and Responsibilities

Under general direction, with broad latitude for the exercise of independent judgment and initiative, supervises technical assignments, and participates in planning, organizational, and policy determinations in the Landmarks Preservation Commission; performs related work.

Examples of Typical Tasks

Under direction, supervises staff and establishes procedures for administration of individual departments within the agency; advises executive staff on administrative matters including personnel and public information and may confer with Commission and Executive Director on policy matters.

Maintains liaison with the Community Boards and with civic, neighborhood and trade associations and may represent the Commission at meetings of such groups; assists in maintaining liaison with elected officials and other City agencies with regard to preservation of Landmarks and Historic Districts.

Establishes priorities and maintains liaison with Federal and State agencies; formulates regulations, standards, plans and programs for Historic Preservation in New York City; formulates, organizes and supervises investigations related thereto.

ASSOCIATE LANDMARKS PRESERVATIONIST (continued)

Examples of Typical Tasks (continued)

Participates in organization of public hearings; is responsible for issuance of various notices of approval or disapproval, for redesign of unacceptable applications and for extensive research.

Maintains files related to work of the department including maps, photographs and slides.

Qualification Requirements

1. A Master's degree from an accredited college with a major in historic preservation, architectural history, art history, architecture or civil engineering and three years of full-time paid experience in architecture, restoration or preservation of historic structures, research in architectural history or in teaching architecture, preservation or architectural history, at least one year of which must have been in a supervisory or administrative capacity; or
2. A Baccalaureate degree from an accredited college with a major as described above and four years of experience as described above, at least one year of which must have been in a supervisory or administrative capacity; or
3. High School graduation or evidence of having passed an examination for a high school equivalency diploma and eight years of experience as described above; or

C - XI
LANDMARKS PRESERVATION
OCCUPATIONAL GROUP [184]

CODE NO. 92238

ASSOCIATE LANDMARKS PRESERVATIONIST (continued)

Qualification Requirements (continued)

4. Education and/or experience which is equivalent to "1", "2", or "3".

However, all candidates must have a high school diploma or equivalent, and at least one year of supervisory or administrative experience as described above.

Direct Lines of Promotion

From: Landmarks Preservationist
(92237)

To: Administrative Landmarks
Preservationist (M 10034)