

**ADMINISTRATIVE LANDMARKS PRESERVATIONIST**

**General Statement of Duties and Responsibilities**

Under executive direction, with very broad latitude for the exercise of independent judgment, initiative and decision, is responsible for planning, developing and managing major programs and developing methodologies relevant to the survey, inventory, research on architectural and historic data and protection of designated properties; performs related work.

**Examples of Typical Tasks**

Recruits, trains, organizes and supervises, staff, including volunteers, charged with responsibilities of survey, research and preservation techniques.

Develops methodologies for comprehensive survey, inventory, research, designation and preservation of significant buildings, sites, interiors and districts.

Directs research and preparation of documentation on buildings proposed for designation, or on alterations to designated properties for presentation to Commissioners.

Directs the development and maintenance of information on buildings, sites, interiors and districts including data on approved processes for the restoration and maintenance of old structures and on experts in these processes.

Maintains liaison with local planning boards, community groups and other City agencies on the identification, designation, protection, improvement and new uses of individual landmarks and buildings in historic districts.

## THE MANAGERIAL SERVICE [061]

ADMINISTRATIVE LANDMARKS PRESERVATIONIST (continued)Examples of Typical Tasks (continued)

Directs the review of applications for alteration of or additions to landmarks or structures in historic districts.

Directs the investigation of community complaints of unapproved work in progress on any landmark or structure in an historic district and the monitoring of districts by staff to report on and stop such violations.

Directs the preparation of standards for items such as historically correct paint colors, designs for signs, storefronts, ironwork, cornices, doors, sash and trim for various periods and styles of architecture and presents to Commission for adoption.

Supervises the maintenance of a research library of specialized works on the history and architecture of New York City and a collection of 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 five 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 two years 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 six years of experience as described above, at least two years of which must have been in a supervisory or administrative capacity; or

ADMINISTRATIVE LANDMARKS PRESERVATIONIST (continued)

Qualification Requirements (continued)

3. Education and/or experience which is equivalent to "1" and "2". However, all candidates must have a baccalaureate degree as described above and at least two years of full-time paid experience as described above, one year of which must have been in a supervisory or administrative capacity.

Direct Lines of Promotion

From: Associate Landmarks Preservationist  
(92238)

To: None