

NOTICE OF JOB OPENING

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Posting Begins	May 26, 2022	Posting Ends	July 6, 2022
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Position Title	PLANNER/HISTORIC PRESERVATIONIST
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Department	Planning and Urban Design	Division	
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Planning and Urban Design
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BRIEF JOB DESCRIPTION: This position will lead the historic preservation efforts of the Unified Government of Wyandotte County/Kansas City, Kansas (UG) in collaboration with the Kansas City, Kansas Landmarks Commission, all relevant UG Departments, and the public. Apply for grants to obtain the resources necessary to conduct new and updated historic surveys and other designations; seek new historic landmarks and district designations, including the expansion of existing historic districts, conduct reviews of landmarks applications; complete letters of exemption for qualifying projects; conduct environs reviews of projects within the buffer of historic designations; conduct Certificate of Appropriateness reviews for proposed work on historic landmarks or within historic districts; work with the City Landmarks Commission on their efforts and inquiries; and raise awareness of the value and process of any and all historic preservation efforts.

MINIMUM QUALIFICATIONS: Bachelor’s Degree in Historic Preservation, Urban Planning, or a related field and two (2) years of experience performing professional level historic preservation and activities or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Knowledge of the Secretary of the Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic buildings is a plus. Excellent oral and written communication skills is imperative. Bilingual English/Spanish speakers is a plus, but not mandatory.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,160.00-\$5,564.00/mo.	PI #	4045	Class. Code	6202
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.
EOE