King County
Historic Preservation Officer

King County
Department of
Natural Resources and Parks
Historic Preservation Program

King County Historic Preservation Officer

Exciting Opportunity

The King County Department of Natural Resources and Parks (DNRP) is seeking a dynamic and strategic preservation professional to serve as King County's Historic Preservation Officer. Reporting to the DNRP Director, this position supervises three other preservation professional staff and coordinates the efforts of an appointed volunteer Landmarks Commission with authority to designate and protect historic resources in unincorporated King County, and in 20 suburban cities with which the County has interlocal agreements.

King County's Historic Preservation Program

King County established the Historic Preservation Program (HPP) in 1978, with a mission to identify, document, and protect significant historic resources. In 1980, the Metropolitan King County Council enacted an ordinance, establishing the Landmarks Commission and providing a strong legal framework for designating and protecting historic resources in the county's unincorporated areas. In 1986, King County became a "certified local government" (CLG), as established under the National Historic Preservation Act, creating opportunities for partnership with the State Department of

Archeology and Historic Preservation and eligibility for CLG preservation grants.

In the ensuing years, annexations and incorporations of new cities in King County highlighted the need for regional partnerships to help protect historic resources. The HPP program worked with interested cities to develop interlocal agreements (ILAs) through which the city has access to CLG grants and the program's preservation professionals, as well the authority of the Landmarks Commission to designate landmarks. Currently, 20 of the County's 40 cities contract for landmark services; the cities of Seattle, Mercer Island and Bothell have their own historic preservation programs – but Seattle's utility department does contract for the archeological resource review services offered by HPP.

In addition to the regional landmarks program, the HPP program provides an array of services, including: maintaining and inventory of historic resources, assisting county agencies in complying with cultural resource protection regulations and procedures, archeological site identification and protection, review of private developments that could impact historic resources, public information and technical assistance to private property owners interested in preservation.

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Our Mission and Goals

In 2013, the HPP staff worked with a wide array of stakeholders and a citizen's advisory committee to update the program's strategic plan to guide its efforts over the next decade. It had been 13 years since the program's last major planning effort and significant changes in organizational structure and funding sources, as well as rapid regional growth, warranted a fresh look at the program's strategies and priorities. The new strategic plan provides a strong guidepost for achieving the program's mission – to preserve and protect the County's significant historic and archeological resources, and enhance public access and appreciation of these resources – by outlining specific objectives to achieve five broad goals:

- Strengthen internal program resources and tools
- Build capacity for preservation among county and regional partners
- Increase community engagement and preservation literacy
- Strengthen connections between preservation and other complementary county goals, such as environmental sustainability, economic development, and disaster preparedness and resiliency
- Stabilize and enhance funding for historic preservation

The Position

The King County Historic Preservation Officer and the HPP program work in the Director's Office of DNRP. This position manages a regional historic preservation program, including coordination and support of an appointed Landmarks Commission established per county ordinance with quasi-judicial authority to designate and protect cultural resources within

unincorporated King County, as well as within any city for which the county provides landmark designation services through established interlocal agreements (ILAs). Landmark services ILAs are currently in place for twenty (20) of the county's suburban cities. The position supervises the Historic Preservation Program's (HPP) three professional staff, responsible for: (1) performing the technical work and maintaining records in support of the Landmarks Commission's consideration of landmark nominations and "certificates of appropriateness" for proposed alterations to designated landmarks; (2) maintaining and expanding King County's "historic resource inventory" of historic properties, including archeological sites; (3) assisting King County agencies to ensure their capital projects are in compliance with federal, state and local regulations for protecting cultural resources; and (4) providing training and technical assistance to ILA cities, property owners and county agencies regarding cultural resource protection. The Historic Preservation Officer also serves as County liaison to the State Department of Archeology and Historic Preservation, King County's 4Culture PDA, other local jurisdictions, tribal governments, non-profits, and private consultants with respect to cultural preservation efforts and opportunities.

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Essential Duties

1. Prioritize program goals/objectives.
2. Frame budgetary, statutory and operating conditions for the program.
3. Direct and/or supervise the work of multiple professional staff, including quality assurance.
4. Ensure that program maintains compliance with all relevant laws and regulations.
5. Manage contracts or grants involving multiple agencies.
6. Determine project or program budget, schedule and scope. Assist in justification of project, program and/or agency budget requests. Determine financial and performance indicators and use evaluation findings to redirect the project or program. Monitor the financial status of the program or projects.
7. Negotiate and manage interlocal agreements for landmark designation and protection.
8. Coordinate a 9-member volunteer commission with quasi-judicial authority to designate and regulate significant historic properties
9. Serve as the technical expert to perform complex research and analysis.
10. Serve as expert adviser with unique skills and abilities in a particular field.
11. Work directly with elected officials on issues affecting the program.
12. Supervise staff, including hiring, recommending effective discipline or termination and developing training expectations.
13. Serve as mentor to other staff.
14. Investigate grievances; may have authority to resolve grievances.
15. Resolve problems presented by clients or constituents.
16. Provide leadership to community coalitions and act as liaison to heritage and historic preservation organizations. Handle politically sensitive inquiries about the program.

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The Ideal Candidate

The ideal candidate would be described as:

- Visionary thinker, has the ability to create a common vision, inspire, and motivate.
- Skilled at conflict management, focused listening, and able to come to difficult agreements equitably
- Negotiates skillfully with both internal and external groups and can gain concessions without damaging relationships
- Entrepreneurial, seeks creative solutions to help restore endangered properties while familiar with the economic considerations of redevelopment of historic properties
- Functionally skilled, including experience coordinating volunteer boards/commissions, applying historic preservation principles and procedures, applying legal principles and procedures related to designation and regulation of landmarks, and skilled in applying National Park Service standards and the Secretary of the Interior's Standards for Rehabilitation of Historic Properties
- Politically savvy, effectively manages and maneuvers through challenging situations and is sensitive to how organizations and people function.
- Comfortable with ambiguity, risk and uncertainty, effectively deals with change.
- Exceptional communicator and presenter
- Skilled in applying quantitative and qualitative analysis and evaluating data for decision making
- Skilled in supervising and directing work of multi-disciplinary staff
- Holds a combination of education, experience, and competencies necessary to perform the duties of this position at a high level including a Master's Degree in historic preservation, planning, architecture, architectural history, or closely related field, and the equivalent of two years full-time professional experience in identification/documentation, evaluation, and regulation of historic properties.

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Compensation

The annual salary range for this position is $86,584.37 to $109,750.58. (As information, Washington State does not impose an income tax.) In addition, King County offers a generous and comprehensive benefits package. Benefits for employees, spouses/domestic partners and eligible dependents that you enroll include a generous and comprehensive medical and dental plan with no premium share, vision and life insurance, public employee retirement system contributions, holiday, vacation, Executive Leave and sick leave. For a full description of employee benefits, please visit the King County website at www.kingcounty.gov/jobs/benefits/aspx.

How to Apply

Please go to www.kingcounty.gov/jobs to apply and for a complete listing of the necessary qualifications and requirements for this position.

Applications will be accepted through February 13, 2015.

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