



BOROUGH OF GETTYSBURG

DEPARTMENT OF PLANNING AND HISTORIC PRESERVATION

JOB TITLE: DIRECTOR OF PLANNING AND HISTORIC PRESERVATION

DEFINITION:

This is an executive managerial and law enforcement position dealing with the administration of Gettysburg's Planning and Zoning, Historic District and Community Development grant programs. This position also staffs the Borough's Planning Commission and Historic Architectural Review Board (HARB), implements and enforces the Borough's Planning, Zoning, Property Maintenance and Historic District regulations and recommends policy in relation to those issues. The employee is responsible for working with local, state and federal historic preservation organizations and the Pennsylvania Department of Community and Economic Development (DCED) on community planning issues (particularly low-moderate income housing), National Register nominations and reviews, and all related preservation and environmental compliance requirements as covered by the Borough's Historic District Ordinance, Pennsylvania Act 167, the Pennsylvania Municipalities Planning Code, the National Historic Preservation Act (as amended in 1992), and the National Environmental Policy Act (NEPA). The Director of Planning and Historic Preservation reports directly to the Borough Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Directs, plans, develops and coordinates historic preservation responsibilities in accordance with the Borough's Historic District Ordinance, Pennsylvania Act 167 (The Historic District Act), the requirements of the Certified Local Government Program administered by the Bureau For Historic Preservation, Pennsylvania Historical and Museum Commission on behalf of the National Park Service, and other state and federal agencies.
2. Directs, plans, develops and coordinates planning and zoning responsibilities in accordance with the Pennsylvania Municipalities Planning Code, the Borough's Comprehensive Plan, Subdivision and Land Development Ordinance, Zoning Ordinance, and other applicable ordinances.
3. Serves as staff to the Borough's Historic Architectural Review Board (HARB) and the Borough Planning Commission.

4. Prepares, writes, and submits annual applications for Community Development Block Grants (CDBG), Certified Local Government Grants, and other competitive grant applications as assigned.
5. Formulates and recommends preservation and community development policies and programs to the Planning Commission, Historic Architectural Review Board, and any Committees of Council as assigned.
6. Coordinates advertising, agency and citizen participation responsibilities in applying for grants, and oversees contract executions, conditions, and oversight.
7. Prepares an annual 3 year Community Development Plan as required by the Community Development Block Grant Program, and prepares the annual report required by the Certified Local Government Program for the Historic Architectural Review Board.
8. Administers the Borough's recycling efforts, complying with Act 101 mandates.
9. Negotiates implements and administers approved sub-recipient agreements for the Community Development Block Grant program and other grants as required.
10. Prepares jointly with the Finance Department all requisition for grant funds, and submits Fiscal Status Reports and Annual Reports as required.
11. Reviews construction and elevation drawings, sign applications, and all related documents to determine compliance with the Gettysburg Design Guide and the Secretary of Interior's Standards for the Treatment of Historic Buildings administered by the Historic Architectural Review Board.
12. Maintains and develops files on the Borough's history and its historic properties, including, but not limited to books, photographs, historic resource survey forms, maps, and other related archival material. Responds to inquiries from the public and state and federal agencies regarding these files.
13. Performs inspections of buildings and all preservation, rehabilitation, restoration or new construction work in progress to insure that the work is being performed in accordance with the stipulations of the Historic Architectural Review Board as outlined in the Historic District Ordinance.
14. Assists and advises the Borough Planning Commission, the Adams County Office of Planning and Development, Gettysburg National Military Park, and the Bureau For Historic Preservation, Pennsylvania Historical and Museum Commission on planning and preservation matters concerning the Borough; disseminates information regarding the Borough's Planning, Zoning and Historic Preservation Programs to the public.
15. Acts as liaison with state and federal preservation agencies such as the Bureau For Historic Preservation, PHMC, the National Park Service, and the Advisory Council on Historic Preservation.

16. Supervises and assists the Code Enforcement Officer with the enforcement of the BOCA Property Maintenance Code, the Sign Ordinance, and other applicable ordinances throughout the Borough.
17. Provides assistance to the Mayor and Council as requested with special correspondence and public relations.
18. Manages areas of responsibility in strict accordance with applicable laws, regulations and established policy.
19. Acts as the Borough's Zoning Officer.

REQUIRED KNOWLEDGE AND ABILITIES:

1. Knowledge of the theories and practices of planning, zoning, and historic preservation, particularly in small communities.
2. Knowledge of local, state and federal laws and regulations relevant to planning, zoning, and historic preservation, especially in the Commonwealth of Pennsylvania.
3. Knowledge of the Community Development Block Grant program and other competitive grant programs, particularly as they relate to housing, community development, and historic preservation. Demonstrated experience in writing and administering those grants.
4. Knowledge of Borough rules, regulations, policies and procedures governing the work knowledge of research and evaluation methods and of policy analysis and development. Knowledge of historic buildings, architectural styles, and basic principles of historic archaeology.
5. Knowledge of the history of the American Civil War, with a particular focus on the Battle of Gettysburg.
6. Ability to review drawings and specifications for compliance with architectural and historic guidelines.
7. Ability to formulate and recommend Planning, Zoning, and Historic Preservation guidelines and policies.
8. Ability to develop, evaluate and explain budgets and financing arrangements.
9. Ability to establish and maintain records and prepare various reports.
10. Ability to develop and maintain cooperative relationships with citizens whose property is located within the Historic District.

11. Ability to establish and maintain effective working relationships with associates, outside agencies and the general public.

12. Ability as an effective writer and public speaker.

QUALIFICATIONS:

An undergraduate degree from an accredited four year college or university with a degree in Historic Preservation, Urban Planning, Architecture, Public Administration, American History or American Studies with a minimum of three years of community planning experience with some emphasis on Historic Preservation; or

A graduate degree in a discipline related to Community/Urban Planning or Historic Preservation with a minimum of two years of local government experience; and

Certification by the American Institute of Certified Planners (AICP); and

Have a working knowledge of small town community planning and preservation issues, and be familiar with local, state and federal legislation and regulations related to these issues, as, for example, the Pennsylvania Municipalities Planning Code, the BOCA Property Maintenance Codes, Pennsylvania Act 167, the National Historic Preservation Act, the National Environmental Policy Act, and other planning, preservation and environmental regulations as applicable; and

Be able to advise on planning, zoning, design and preservation issues, and be familiar with the Secretary of Interior's Standards for the Treatment of Historic Properties; and

Have effective writing and public speaking skills.

A willingness to wear many hats, a good sense of humor, and a demonstrated ability to work as a team player are an added plus.