



## Proposed DRAFT Job Description

### Job Title: Preservation Coordinator, Revision 4

10 June 2017

For the City of Naples

**Rationale:** Once a preservation program is established, it is recommended the City of Naples hire a preservation coordinator who is responsible for coordinating the planning department work involved with historic preservation.

**Gross Rate:** \$25 to \$28/hour, full-time or part-time with finite contract

**Job Type:** W-2 Employee or 1099 Contractor--no benefits of any kind

**Location:** 735 8<sup>th</sup> Street South

#### General Description of Duties

The responsibilities for this staff member include responding to homeowners, architects or contractors who come to the City with plans to restore an historic house. Examples of duties include but are not limited to the following:

- Follows the approved historic preservation program for the City of Naples
- Facilitates homeowners and architects to maneuver through the local process or at the State level (in order to be acknowledged as "historic")
- Manages the City's internal process working in conjunction with floodplain, DRB, and PAB
- Works with the Society on the upkeep of the List of Structures in the Naples Historic District
- Ensures the City's website is informational and user-friendly
- Other tasks including working with the State of Florida to coordinate a City-wide Survey (identify other historic houses outside of the Naples Historic District)
- Supports Naples Historical Society for information dissemination

#### Qualifications & Experience

- Fully understands that this is a locally-driven process and should not replicate a community's process that has preservation built into its institutional, social, cultural infrastructure
- A background in or an appreciation for historic preservation
- A willingness to learn about and understand historic preservation as it relates to the National Flood Insurance Program/FEMA and how it applies to the rules of the Florida Building Code
- A solid understanding of the Naples market, real estate, demographics, history of preservation, ACE community needs, City's goals, Naples Historical Society's supportive role
- Ability to understand and navigate through the various entities that have a hand in the preservation process
- Possesses diplomacy and exudes infinite patience
- Is comfortable writing professionally and presenting publicly

END