



**HISTORIC PRESERVATION MANAGER**  
**DEPARTMENT OF CITY PLANNING**  
 (\$103,982 to \$129,205 Annually)



The Los Angeles City Planning Department is seeking a highly qualified and dynamic individual with broad and extensive management and technical experience to manage the Department's Office of Historic Resources. This position is exempt from Civil Service and reports directly to the Community Planning Deputy Director.

**Duties:**

The successful candidate will manage the new *Office of Historic Resources*. Until recently, the city divided responsibilities for historic preservation issues among as many as 10 City departments and commissions. The mandate for the new Office of Historic Resources is to provide focused and effective ongoing leadership in the following areas:

- Direct the comprehensive survey and ensure that historic resource information is widely available using the Internet, as well as many other means.
- Review the applications for changes to designated historic properties.
- Provide a preservation incentives clearinghouse for including financial information and programs that support historic preservation, rehabilitation, and adaptive reuse.
- Work with owners who want to rehabilitate their buildings
- Coordinate the historic preservation program with other City departments, including their utilization of survey information.
- Develop training and educational programs for City staff and the public
- Work on the designation of individual buildings and historic districts.
- And other duties as assigned.

The Historic Preservation Manager will be responsible for the strategies to accomplish a Citywide Survey. The most critical elements of this program are to establish strong, widely accepted historic resource survey methodologies that incorporate input from the public and business leaders. A clear methodology based on sound, clearly understanding principles is critical to ensure that useful information is generated. At all stages of this project, community input is essential to ensure that residents, developers, and property owners understand what the survey will accomplish and that the survey will incorporate the unique historical and cultural values of the City's diverse neighborhoods.

**Requirements:**

- Four years of full-time paid experience in historic preservation; and
- Two years of full-time paid second level supervisory experience responsible for directing professional personnel engaged in historic preservation. A degree in architecture, historic preservation, urban planning, or other related field is preferred.
- In addition to the regular City application form, each candidate is required to submit a résumé, and the Historic Preservation Manager Application Supplement that describes the candidate's qualifying experience and achievements in historic preservation. City applications and the Application supplement may be obtained from the Personnel Department website at [www.lacity.org](http://www.lacity.org) or by sending an e-mail to [ExecSearch@per.lacity.org](mailto:ExecSearch@per.lacity.org).

**To Apply:**

Please submit a cover letter, City application, Résumé, Application Supplement, and three professional references (references will not be contacted until mutual interest is determined) to:

Robert H. Sutton, Deputy Director of Planning  
 City Planning Department  
 200 North Spring St., 5<sup>th</sup> Floor  
 Los Angeles, CA. 90012  
 FAX: 213.978.1275; E-Mail: [ExecSearch@per.lacity.org](mailto:ExecSearch@per.lacity.org)

**Applications will be accepted until at least Friday, FEBRUARY 17, 2006, after which date the filing may close without prior notice when a sufficient number of applications are received.**

As a covered entity under Title II of the American Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

An Equal Opportunity Employer