

The City of Aspen is Hiring a **Historic Preservation Officer**

Apply now at www.cityofaspen.com

Title: **Historic Preservation Officer**

Salary Range: **\$77,396.80 – \$108,742.40 - Salary Offer Dependent on Qualifications**

Position Overview:

*The **Historic Preservation Officer (HPO)** is the primary steward of the most iconic and renowned historic western ski town in North America. Overseeing the preservation and evolution of two historic districts and three hundred designated landmarks in the heart of a vibrant, global tourism destination, the HPO is charged with ensuring the vitality and character of Aspen. The HPO manages and serves as the primary authority on historic preservation planning and policy for the City of Aspen, representing the City's positions and interests locally and nationally as leaders in historic preservation. Further, this role models the organization's core values and mission in all interactions with internal stakeholders.*

Job Responsibilities:

- Manages all aspects of historic preservation caseload, from preparation of pre-application summaries, to application intake, determination of sufficiency of applications for completeness, organization of HPC agendas, authoring and/or reviewing all materials presented to HPC, uploading meeting packets, and staffing all HPC meetings.
- Provides technical, architectural, design, historical and policy guidance to staff, government officials, other City departments, board and commissions and the public.
- Supervises construction, including periodically observing the project from the street and formally meeting with contractor on-site. Advises property owners and builders of historic properties on historic preservation best practices.
- Researches, analyzes, and recommends City policies and Land Use Code changes related to historic preservation as assigned through the work program and in coordination with the Planning Director and Long-Range Planner.
- Ensures that design guidelines and historic preservation contractor licensing materials are updated periodically to reflect current policies and technology. Manages revision and adoption processes with HPC and City Council in coordination with City agencies, stakeholders, and the public.
- Serves as the primary authority on historic preservation matter for City Council and related boards and commissions. Conducts site visits with applicants, appointed and elected officials. Presents staff reports to appointed boards and elected officials through written communication and oral presentations at public meetings.

Competencies:

- **Service:** Provides service with excellence, humility, integrity, and respect in daily work, builds trust by listening, treats people with respect, acknowledges opportunities for improvement, and follows through with commitments.
- **Partnership:** Actively creates strong, supportive internal and external relationships to attain a common goal and achieve greater impact together.

- **Stewardship:** Balances social, environmental, and financial responsibilities, evaluating the impact of decision making on a thriving future for all.
- **Innovation:** Develops technical expertise to pursue new ideas and creative outcomes, grounded in Aspen's unique culture, opportunities, and challenges.
- **Communication:** Knowledge of effective and appropriate communication. Ability to use knowledge effectively in various contexts which may require oral, written, visual and non-verbal communication.
- **Interpersonal:** Works to develop strength in interpersonal skills. Has the ability to work well with diverse groups of people, both inside and outside the organization.
- **Technology:** Demonstrates technology skills sufficient for the nature and level of position. Demonstrates a willingness to learn new technologies and transition job duties accordingly to support technological advances and innovation.
- **Flexibility:** Ability to adapt to situations and changing requirements.
- **Problem Solving:** Ability to find solutions to complex issues.

Qualifications:

- **Four years of professional experience** in planning and a minimum of two years of progressive supervisory and management experience.
- **Bachelor's degree** land use planning, architecture, urban design, public administration, historic preservation, or a related field. *
- **American Institute for Certified Planners (AICP) Certification** or ability to obtain certification within one year of employment.
- **Must be proficient in the following areas:** Microsoft Office Suite, ESRI GIS, and various web-based applications. Graphic design experience is desirable but not required.
- **Preferred Candidate has** a master's degree in historic preservation, land use planning or related field, AICP certification, and five or more years of senior-level management experience in a destination tourism-based community.

* Please note that any combination of experience and education that would likely provide the required abilities, knowledge, and skills as determined by the City of Aspen may be substituted for the requirements above.

[See full job description here](#)

Enjoy Industry Leading Benefits:

- Health and wellness benefits, including Medical and Dental Vision Insurance.
- Tuition Reimbursement
- Cafeteria Benefit
- Wellbeing Program and Incentives
- Homeowner's Down Payment Assistance

- Competitive 401(a) Employer Retirement Contributions
- Flexible Schedule
- Discounted Ski Passes
- Paid Holidays
- Paid Time Off
- Extended Sick Leave

Application Process:

To submit your application, visit www.cityofaspen.com

Applications will be accepted on a continuous basis until a sufficient number of qualified applications have been received.

The application must be filled out completely; stating "see resume" anywhere in the application, is not an acceptable substitute for a completed application.

Direct any additional questions or inquiries to our Talent Acquisition Business Partner by emailing vanessa.davila@cityofaspen.com