Job Title: Historic Preservation Officer

Department: Community Development

Classification: Exempt

Position Summary: The City of Aspen 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.

Supervision Exercised and Received: Works under the general supervision of the Planning Director. Exercises supervision over the Historic Preservation staff.

Essential Job Functions:

Current Planning Caseload

- 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.
- Manages HPC administrative processes. Issues Administrative Historic Preservation Officer Approvals in the form of a Certificate of No Negative Effect when appropriate.
- Leads Planning Office review of land use applications for Certificate of Appropriateness by the Historic Preservation Commission, as well as multi-step reviews involving other decision-making boards as assigned by the Community Development Director. Assigned to all land use applications for historic designation. Prepares notice, researches background material, prepares reports and recommendations. Implements and evaluates City policy related to historic preservation. Provides technical, architectural, design, historical and policy guidance to staff, government officials, other City departments, board and commissions and the public.
- Coordinates referral agencies through Development Review Committee (DRC) or one-on-one referrals to facilitate timely, complete, and accurate input. Coordinates external communications related to historic preservation with Community Development, Communications Department, and other agencies. Manages historic preservation assets and resources including websites, reports, studies, and archive materials.
- 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.

Approval Date(s): July 2007, July 2011, August 2016, October 2020
• The Historic Preservation Officer must exercise considerable independent judgement, initiative, ingenuity, and tact, maintaining knowledge of emerging trends concerning historic preservation and conduct extensive, productive interaction with City officials, other government agencies, the HPC, property owners, architects, and developers.

Building Permit Review and Field Supervision
• Reviews all applicable building permits for historic properties and in historic districts for compliance with relevant regulations and guidelines. Reviews all permits submitted following a land use approval to which the Historic Preservation Officer served as staff. 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. Manages requests for in the field changes, coordinating additional HPC approval when needed.

Enforcement of Historic Preservation Ordinance
• Leads all actions taken to address unpermitted alterations or Demolition by Neglect affecting historic properties. Coordinates enforcement work with other City departments and the City Attorney’s Office.

Current Planning Customer Service
• Serves as a second line Planner of the Day providing thorough, timely, and accurate customer service. Advises public on processes and regulations, handles pre-application conferences, reviews applications for completeness and substantive content. Confers with applicants and the public to explain, interpret, and discuss regulations, plans, and policies as they relate to proposed development.

Historic Preservation Planning Code Amendments
• 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.

Historic Preservation Designed Guidelines and Contractor Licensing
• 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.

Grant Preparation
• Identifies grant opportunities, prepares grants, manages grant funded projects.

Certified Local Government Program
• Ensures the City complies with Certified Local Government requirements, including producing an annual report summarizing Aspen’s preservation activities.

Department Work Program and Goals, Outcomes, and Measures Support
• Provides support in establishing work program goals, objectives, and budget for special planning projects. Exercises management of interns or team members of special projects as assigned.
Supports the development and achievement of department-wide annual Goal and Outcome Measures.

**City Organizational Values:**

Supports and models the City of Aspen organizational values: Service, Partnership, Stewardship, and Innovation. Organizational values are shared principles that guide behavior across the organization. This position is responsible for upholding and applying these values while performing daily work functions.

Other duties as assigned.

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**Core Competencies** Displays the following key competencies in the overall job performance to include knowledge, skills, and abilities:

- **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.
- **Team Building:** Works to build and maintain high performing teams to includes appreciating differences and reinforcing a sense of belonging.
- **Accountability & Trust:** Follows through on commitments, takes responsibility for outcomes, and values relationships.
- **Strategic Thinking:** Works to bring a strategic focus to daily work, anticipates problems and considers solutions.
- **Business Acumen:** Demonstrates understanding of business processes, objectives, and goals.

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**Minimum Requirements:**

Approval Date (s): July 2007, July 2011, August 2016, October 2020
Education: Bachelor’s degree in land use planning, architecture, urban design, public administration, historic preservation, or a related field.

Experience: Four years of professional planning experience, and a minimum of two years of progressive supervisory and management experience.

Technical Knowledge: Must be proficient with Microsoft Office Suite, ESRI GIS, various web-based applications. Graphic design experience is desirable but not required. Must have a basic understanding of computers and online computer-based technology applications, which includes accessing web-based platforms.

Licenses & Certifications: Must possess a valid Colorado Driver’s License or be able to obtain one within 30 days of start date. American Institute for Certified Planners (AICP) Certification or ability to obtain certification within one year of employment.

NOTE: 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.

Preferred Candidate: 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.

NOTE: This position requires a Criminal Background Check upon hire. Employment is contingent upon successful completion of a Criminal Background Check.

Position Type and Work Hours:

- Regular full time, hours may vary with workload.
- Evenings/Weekends may be required depending on department needs and special projects.

Work Environment:

- Indoors: Office environment.
- Outdoors/Off-Site: Meetings, trainings, and site visits at a variety of city facilities and areas.

Physical Demands:

Visual Acuity: Ability to bring objects into focus.
Balancing: Maintaining equilibrium.
Bending: Bending or position oneself to move an object from one level to another.
Carrying: transporting or moving an object.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Gripping/Grasping: Ability to apply pressure with fingers and palm.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Bending legs at knees to come to rest on knee or knees
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Standing: Ability to sustain position for a period of time.
Stooping: Bending body downward and forward by bending spine at the waist.
Talking: Communicating ideas or exchanging information.
Walking: Ability to move to traverse from one location to another.

Currently, due to the COVID-19 pandemic, City professional staff may be required to work partially remote.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is designed to indicate the general nature and level of work. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this job. Duties and responsibilities may change at any time with or without notice.