



The City of Raleigh is Seeking a Historic Preservation Planner II for the Raleigh Urban Design Center



The City of Raleigh, North Carolina is searching for an experienced, historic preservation planner in the Historic Preservation unit of the Raleigh Urban Design Center (UDC), a division of the Department of City Planning.

The UDC is a municipally-run, outward-facing service for designers, developers, and the community and an inward-facing design service for internal stakeholders throughout the city organization. The UDC team of urban designers and planners envision and design solutions that create a better built environment for the City of Raleigh. By engaging and leading the people of Raleigh in deliberate, targeted design discussions, the UDC builds consensus around innovative solutions that encourage all people to be active in shaping the physical form of their community.

Raleigh has been among the nation's fastest growing cities for four decades, and for good reason. The city is consistently ranked in the top 10 of "Best of" lists with a healthy share of number ones! We want to design environments that promote design excellence and meet the needs of a growing, diverse community. Design your own future with us!

For more information, visit raleighnc.gov/jobs and search for "Planner II."



The Raleigh Community

The City of Raleigh, founded in 1792, is the second largest city in North Carolina and is situated in the heart of North Carolina's Piedmont region, which is centered between the sandy Atlantic beaches and the Great Smoky Mountains. The city is both the county seat of Wake County and the capital of North Carolina. Raleigh covers an area of more than 144 square miles and hosts a growing and diverse population of 423,000 citizens. Located between Raleigh, Durham, and Chapel Hill is the Research Triangle Park, which was founded in 1959 as a model for research, innovation, and economic development and is now the largest research park in the nation. The metropolitan area, which encompasses Raleigh, includes Wake, Durham, Orange, Franklin, Chatham, and Johnston counties with a population of 1.6 million.

Raleigh is also home to several institutions of higher learning, including North Carolina State University. The City of Raleigh ranks among the highest locations in the nation as one of the best communities to live, work, and play.

Rankings for Raleigh, N.C.

Rated Fastest Growing Metropolitan Area

March 2013, Forbes Magazine

Raleigh is the nation's fourth Smartest City.

The U.S. Census Bureau, October 2010

Number One in Public Schools

Greatschools.org, August 2010

Ranked tenth on a list of cities deemed most prosperous for businesses.

MarketWatch, a publication by Dow Jones & Company

#1 "Healthiest City in the nation for Women"

Women's Health, January 2012

#3 among its "10 Best Cities for Raising a Family"

24/7 Wall Street, January 2012

#1 Best Places for Business and Careers

Forbes, June 2011

Historic Preservation Planner for the Raleigh Urban Design Center

Working in the UDC

The **Historic Preservation Program** provides public assistance for protecting Raleigh's historic character and resources. The unit implements the Historic Preservation Element of the Comprehensive Plan and administers the city's historic preservation regulations. The unit provides preservation planning services, administers the Certificate of Appropriateness (COA) process and Raleigh Historic Landmarks program, and provides staff support to the Raleigh Historic Development Commission.

The **Design Assistance Program** provides design and planning services for staff in several departments, the design community, and developers. This unit serves as the primary point of contact for urban design services. Staff is responsible for providing project management and design services for streetscape, corridor planning, transit planning and area study projects. The unit also provides an advisory and problem-solving resource for zoning and site plan review functions, as well as support to Boards, Commissions and City Council.

The **Design Policy Program** develops, manages, coordinates, and implements the Urban Design policies and actions of the Comprehensive Plan. The unit delivers design advisory services for Private Use of Public Spaces (PUPS) permits, processes and administers Administrative Alternates during site plan review, and develops and reviews code revisions impacting the design of the public realm. The unit also provides staff support to the Raleigh Appearance Commission.

The **Civic Design & Implementation Program** serves as the public face of major public sector projects and provides grant writing, architectural, facilities planning, and cost estimating services to a variety of intradepartmental staff. The unit is responsible for promoting design excellence in public sector projects in three primary focus areas: Public Facilities Planning, Capital Planning (e.g. physical coordination of the program elements of CIP projects) and Implementation Planning. The unit provides project management and design services for major building and facilities projects and serves as the "Owner's Rep" on major streetscape, corridor planning, area planning, and economic development projects.

Expectations

Applicants must have specialized knowledge in the historic preservation program area.

A Planner II:

- Supports the historic preservation program and the Raleigh Historic Development Commission.
- Prepares and presents oral and written reports; directs the preparation of special maps, charts, and other materials for inclusion in presentations.
- Compiles social, economic, and planning data used in the analysis of community planning problems.
- Collects and analyzes demographic, land-use, and economic statistics in order to maintain and update mapped information and computer-based information system.
- Evaluates, analyzes, and proposes development projects and rezoning requests.
- Meets with and advises municipal officials, commission members, and citizen groups in complex planning matters; provides information and administrative support and assists in formulating policies and objectives.
- Conducts a variety of special studies and participates in various special projects.
- Assists in the interpretation and development of the comprehensive plan.
- Conducts major studies in such areas as land use, public services, economics, human resources, housing and urban development, and center city and neighborhood revitalization.
- Researches planning rules and procedures to determine compliance of real estate development proposals.
- Conducts and participates in meetings to help clients understand policies and rules affecting project site design.
- Administers contracts to vendors and consultants.
- Acts as liaison with various city groups, organizations, and affiliations.
- Other duties as assigned.

The Planner II will report to the Senior Planner for Historic Preservation.

Required Criteria

Education

Bachelor's (4-year) college degree or equivalent required. Master's degree in a field associated with historic preservation, architectural history, or design preferred. Applicants may substitute additional relevant experience for the required education.

Experience

At least 2 years of relevant experience is required. Applicants may substitute additional relevant education for the required experience.

Computer Skills

To perform this job successfully, an individual should have working knowledge of Database software, Spreadsheet software, Word Processing software, and social media applications. Experience in GIS software is appreciated.

Compensation and Benefits

The City of Raleigh offers a salary that is competitive for communities of comparable stature and is based on the selected candidate's qualifications and experience. Benefits include participation in the Local Government Employee Retirement System, vacation and sick leave, paid holidays, group life insurance, matching 457B retirement savings plan, and medical/dental insurance.

Application and Selection Process

The application deadline is September 29, 2016.

To be considered, please complete an application at raleighnc.gov/jobs. Attach a letter of interest, resume, portfolio, and salary requirements along with at least (3) professional references to your electronic application. Candidates best suited for the position will be invited to participate in the interview process.

For more information about Raleigh Department of City Planning or the Raleigh Urban Design Center, please visit

raleighnc.gov/planning



The **Raleigh Historic Development Commission (RHDC)** serves as City Council's advisory body in matters related to historic preservation. The mission of the RHDC is to identify, preserve, protect, and promote Raleigh's historic resources.

www.rhdc.org

www.RaleighHistoric.org



The City of Raleigh

raleighnc.gov