



CITY PLANNER I*
HISTORICAL AND ARCHITECTURAL PRESERVATION DIVISION
CIVIL SERVICE; FULL-TIME
\$63,725- \$102,202



The City of Baltimore Department of Planning (DoP), Historical and Architectural Preservation division (HAP) staffs the Commission for Historical and Architectural Preservation (CHAP) to enhance and promote the culture and economy of Baltimore through the preservation of buildings, structures, sites, and neighborhoods that have aesthetic, historic, and architectural value. We integrate historic preservation policies and tools into planning initiatives to help restore and revitalize buildings, neighborhoods and enhance the restoration economy of Baltimore. We provide innovative historic preservation-based solutions to important challenges that benefit all Baltimoreans. In addition, the Historical and Architectural Preservation division works with the Maryland Historical Trust, other City agencies, community, and neighborhood organizations to advance community vibrancy and well-being.

We are seeking qualified individuals to fill a City Planner I position in the Historical and Architectural Preservation division, a critical and collaborative role in the equitable implementation of our vision and programs. Reporting to the HAP Division Chief, the division is responsible for the implementation of article six of the Baltimore city code which includes design review, historic designation, presenting staff reports to CHAP, and providing historic preservation expertise to DoP initiatives.

ESSENTIAL RESPONSIBILITIES

- Conduct design review, issue Authorizations to Proceeds for properties located in local historic districts and ensure that they meet the Baltimore City historic preservation design guidelines.
- Work with code enforcement officers to address violations.
- Conduct site visits, coordinate review meetings, and communicate with applicants, neighborhood representatives, housing inspectors, planners, and other city agencies on recommended amendments,
- Meet with the development team to educate them on the historic preservation guidelines (CHAP guidelines) and processes and present recommendations to the commission.
- Research historic preservation information and collaborate with a team of Planners to provide historic preservation expertise to proposed development plan projects and department-wide initiatives/activities such as area master plans, comprehensive and strategic plans, urban renewal plans, zoning reports, and plan unit developments.
- Manage committee meetings with key stakeholders to assess historic designation eligibility, articulate, address and resolve preservation issues such as design review conflicts, research and provide history reports, and create recommendations for public history.
- Work with city, state, and federal agencies to prepare reports regarding historic preservation issues.

- Participate in special projects as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of best practices in Historic Preservation.
- Additional knowledge in planning, urban history, public history, and architectural history is preferred.
- Knowledge of community engagement best practices.
- Professional or lived experience working with disinvested or vulnerable communities in an urban setting is preferred.
- Strong technical writing skills and ability to prepare comprehensive reports; experience preparing detailed historic preservation reports is preferred.
- Excellent oral and written communication skills; ability to communicate a complex citywide historic preservation agenda in a clear and focused manner.
- Ability to work independently to proactively identifying opportunities and issues.
- Ability to work collaboratively with diverse groups, including developers, residents, and other City, State and Federal agencies.
- Skilled in facilitating meetings, workshops, and public presentations with the ability to manage committees and working groups.
- Ability to work independently or collaboratively, think strategically, and prioritize deadlines.

MINIMUM EDUCATION AND EXPERIENCE

Requirements - A master's degree from an accredited college or university in urban or regional planning, sustainability or environmental studies, historic preservation, architecture, architectural history, nutrition, public administration, public health, or a closely related field such as transportation.

Equivalencies - A bachelor's degree from an accredited college or university in urban or regional planning, sustainability or environment studies, historic preservation, architecture, architectural history, nutrition, public administration, public health or a closely related field such as transportation and one year of experience in performing urban, regional, transportation, environmental, sustainability, food access, emergency or historic designation planning work.

HOW TO APPLY

To apply, visit Baltimore City's Department of Human Resources [Job Opportunities](#) website and apply to the **City Planner I – Department of Planning** position by the closing date.

Posting Timeline: April 23, 2021 – May 21, 2021

CONDITIONS OF EMPLOYMENT

Finalists must successfully pass drug and alcohol screening, a criminal background investigation, and education verification.

BENEFITS

Baltimore City offers a comprehensive benefits package including medical, dental, vision, and life insurances; 11 paid holidays; retirement plan; and paid leave.

IN LIEU CLASS*

This position is being filled “in lieu” of the current vacant City Planner II position. This recruitment will allow individuals to gain the necessary experience needed to qualify for the vacant class.

ABOUT THE AGENCY

The City of Baltimore Department of Planning is the agency entrusted to guide the physical development of Baltimore as a diverse, sustainable, and thriving city of neighborhoods and as the economic and cultural driver for the region. We are committed to an equitable Baltimore that addresses the needs and aspirations of its diverse population and meaningfully engages residents through inclusive and collaborative processes to expand access to power and resources. More can be found here: <https://planning.baltimorecity.gov/>. We value a workforce built on diversity and inclusion and promote equity as an inherent part of our culture. All applicants regardless of age, race, color, religion, sexual orientation, marital status, national origin, physical or mental disability are welcome.