

The Maryland-National Capital Park and Planning Commission

TITLE: Cultural Resources Planner IV GRADE: 30 DATE: 2/16/2021
SERIES: Planning CODE: 2255 EEO: Professional FLSA: Exempt

Class Definition:

Under direction, provides the highest level of complex planning consultative work that involves expert proficiency, on a department-wide basis, within the planning disciplines of cultural resources management or historic preservation planning. Determines methodologies, approaches, or alternatives used to achieve program objectives. Incumbents are known for their expertise and grasp of subject matter; oversees multifaceted projects and studies; and provides expert guidance and coordination between department staff, county agencies, community groups, customers and private sector consultants to facilitate Departmental objectives. Serves as the departmental expert on cultural resources management or historic preservation planning and makes presentations to County Council, Commission, Planning Board, District Council, Zoning Hearing Examiner, Historic Preservation Commission, and other decision-makers and stakeholders. Performs related management work by analyzing, researching, or negotiating diverse subjects, emerging issues, complex or contentious matters, high stakes issues that require extensive coordination or similar types of complications or implications in various major work areas of a historic preservation planning or cultural resources management program. Provides expert oversight and review of site inspections and ensures field observations conducted are incorporated into recommendations that are prepared and presented to the Planning Board, District Council, Zoning Hearing Examiner, Historic Preservation Commission, or others. Serves as, and is recognized as, an expert internal consultant on historic preservation planning or cultural resources management matters by applying expertise in functional domains to identify and solve complex and politically sensitive issues and challenges. Provides technical guidance and expertise to other staff working on project teams. On a regularly recurring basis, the work has important impact, primarily department-wide, on historic preservation planning or cultural resources management programs or systems. Some work is highly confidential and highly sensitive. Applies expert knowledge of, and skill in, depending on the area of assignment, the principles and concepts of historic preservation planning and cultural resources management in one or more areas: archaeology, anthropology, architectural history, history, landscape history, architecture or urban planning, as well as knowledge of research techniques, analysis, and writing of reports, characteristics and uses of construction, building styles and building materials, practices for working with local, state and federal regulatory agencies, zoning, property title clearance, codes and permits, regulations and easements, historical properties grant programs, archaeology and architectural guidelines laws and history, technical rehabilitation and restoration best practices, stewardship of cultural resources, historic preservation planning regulations and processes, program management and administration. Independently performs intensive research and analyses and makes probing assessments of multiple, interactive variables, including uncertainties, to determine effects on key projects and the overall work programs. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, instruct, guide, advise, obtain agreement or compliance, present, defend, convince or persuade and achieve other desired actions. Performs other duties, as assigned.

The Maryland-National Capital Park and Planning Commission

TITLE: Cultural Resources Planner IV GRADE: 30 DATE: 2/16/2021
SERIES: Planning CODE: 2255 EEO: Professional FLSA: Exempt

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently leads, plans and carries out the work in conformance with established best practices, policies and procedures and resolves commonly encountered problems by selecting and applying, or implementing and adjusting, the applicable guidelines. The incumbent keeps the supervisor informed and seeks assistance only for highly complex or very sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of effectiveness in meeting objectives, quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties (Estimated Percentages):

1. Consultative (±50%)

- Serves as an expert internal consultant for multifaceted projects and studies that involves leadership of a work team and coordination with department staff, county agencies, community groups, customers and private sector consultants; communicates departmental and division mission, goals and objectives. Provides input to unit goals and objectives; may plan, coordinate and review the work of staff and consultants. May interview prospective employees and recommend selections; trains staff.
- Acts as the Department's subject matter expert on historic preservation planning, archaeology or cultural resources management issues. Provides high quality guidance to other planners who are working on land-use plans, functional plans, legislation or regulatory applications. Serves as an internal consultant to senior managers and the Planning Board on critical historic preservation, archaeology or cultural resources management issues or policies with significant importance for the county.
- Plans, directs and coordinates work of other planning staff assigned to projects, studies; mentors less experienced staff and shares knowledge of issues related to area of expertise. Develops goals, schedules and deadlines for work efforts and ensures that objectives are achieved. Ensures completeness, soundness, sufficiency of reviews and analysis of plans (e.g., development, preliminary subdivision), applications, special exceptions, proposals, referrals, amendments and negotiates as needed. Solves problems and negotiates work toward achieving creative and equitable resolutions; reviews and checks work of other team members. Provides recommendations and input to development of division work program and budget; gives performance feedback to supervisors of planning staff assigned to projects.

The Maryland-National Capital Park and Planning Commission

TITLE: Cultural Resources Planner IV GRADE: 30 DATE: 2/16/2021
SERIES: Planning CODE: 2255 EEO: Professional FLSA: Exempt

2. Core Management Functions ($\pm 35\%$) – assigned functions vary by position

- Master Plan/Implementations; Research/Planning Studies; Capital Improvement Program (CIP)/Plan Development. Serves as an expert internal consultant with project team, implementation advisory groups, outside organizations and internal staff. Identifies relevant issues and potential solutions, undertakes effective community outreach to all stakeholders, and supports master plan or implementation analyses, controversial planning and feasibility studies; provides technical expertise on difficult and complex planning work within historic preservation planning, archaeology or cultural resources management, provides recommendations and negotiates, as needed. Supports draft project scope, field surveys, designations, context and other historic preservation reports, master and functional plans, feasibility studies and historic structure or landscape reports, CIP stabilization and rehabilitation projects, archaeology reports, mitigation of other agency undertakings, park and area master plans or implementations for review by supervisor; reviews and prepares studies and reports in support of master plans, preservation projects, building rehabilitation efforts, or other cultural resources programs. Responds to requests for information, develops and presents preservation planning issues, informs the project team, supervisor, and division chief of plan progress and related issues; maintains project schedule and incorporates Planning Board changes into draft plans, products and program priorities. Consults with Council staff to address questions and concerns regarding proposed preservation or cultural resource management plans; incorporates Council changes into the document. Consults with Council staff to prepare the resolution required once Council has approved a preservation or cultural resources plan; ensures that the Planning Board and Commission adopt the Planning Board Draft after approval by the Council. Prepares or supports all necessary materials for the adoption of Amendments to the Master Plan for Historic Preservation or other applicable plans.
- Planning Reports, Studies and Presentations. Applies appropriate criteria for evaluation of built environment, archaeology, historic and cultural landscapes and sites, and provides the required findings for studies, plans, regulatory cases, mandatory referrals, undertaken by other agencies and required agreements for legal compliance. Prepares complete, accurate, well-reasoned, and legally defensible reports. Participates constructively in peer reviews, when requested.
- Community Response. Responds to sensitive and complex inquiries or requests for information from citizens, developers, engineers, architects and attorneys about proposed developments, Planning Board actions, laws and regulations. Serves as regular source of expertise within historic preservation planning, archaeology or cultural resources management disciplines in deliberations before the Planning Board, County Executive, County Council and Historic Preservation Commission. Ensures that all resolutions and any contractual agreements are forwarded to Legal for review. Prepares final transmittal letters and resolutions for assigned cases as required. Incorporates staff reports, including the findings and justification supporting decisions (for regulatory items) or recommendations (for non-regulatory items), along with summary of any contested issues that were considered.

The Maryland-National Capital Park and Planning Commission

TITLE: Cultural Resources Planner IV

GRADE: 30

DATE: 2/16/2021

SERIES: Planning

CODE: 2255

EEO: Professional

FLSA: Exempt

- Department Representation. Serves as technical expert in Department's historic preservation planning, archaeology or cultural resources management-related issues with community leaders, public officials, staff from other divisions and representatives from County, State and Federal agencies. Serves as subject matter expert to advise other agencies and divisions on historic preservation planning, archaeology or cultural resources management; provides guidance to other planners working on land-use plans, functional plans, and legislation or regulatory applications. Serves as an internal consultant on historic preservation planning, archaeology or cultural resources management issues or policies. Serves on county and state committees that exist for the purpose of promoting, reviewing or coordinating various aspects of the planning function, programs or whose activities may impact upon the planning function. Develops formal and informal partnerships, presents materials and serves as spokesperson to other recognized government, academic and private sector organizations within field of expertise in order to educate and promote programs.

3. Other (±15%)

- May manage budget for program. Plans, develops, administers and monitors budgetary expenses.
- Stays informed of new developments and trends in one's own field of technical expertise in Commission programs, projects, and facilities; implements new ideas if feasible and approved.
- Communicates and interacts effectively with business contacts. Establishes and maintains or enhances working relationships, including teamwork, with internal and external contacts. Promotes internal and external collaboration and facilitates inclusion. Interacts with citizens, commission groups, business groups, government agencies, elected or appointed officials, private developers, special interest groups and other stakeholders to identify wants, needs and perspectives. Provides advice and answers questions about Planning Board policies, processes and decisions including matters of the highest complexity, visibility or sensitivity. Actively listens to obtain full understanding, and attempts to reconcile or accommodate divergent, strongly held objectives, interests and viewpoints.
- Represents the Department as requested in discussions or meetings with the public, agency representatives and elected officials. Resolves complex and politically sensitive issues and problems. Effectively represents the Department on assignments regarding legislation at the county, state and federal levels. Informs Department staff of emerging facts and issues learned in representational assignments, effectively identifies the most important information, and suggests Departmental responses. Consults with Planning Board, County Council, and Historic Preservation Commission; and other high-level public officials to resolve difficult planning related public policy issues.

The Maryland-National Capital Park and Planning Commission

TITLE: Cultural Resources Planner IV

GRADE: 30

DATE: 2/16/2021

SERIES: Planning

CODE: 2255

EEO: Professional

FLSA: Exempt

- Maintains confidentiality of data, including legally protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive programmatic data, and other sensitive information.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, word processing, budgeting, GIS, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.

Important Worker Characteristics:

A. Expert knowledge of, and skill in (1) depending on the area of assignment, the principles and concepts of historic preservation planning or cultural resources management in one or more areas: archaeology, anthropology, architectural history, landscape history, history, architecture, or urban planning; (2) research techniques, analysis, and writing of reports; (3) characteristics and uses of construction, building styles and building materials; (4) practices for working with local, state and federal regulatory agencies in historic preservation and cultural resource management; (5) zoning, property title clearance, codes and permits, regulations and easements relating to historical preservation and cultural resources stewardship; (6) historical properties grant programs; (7) archaeology and architectural guidelines, laws and history; (8) technical rehabilitation and restoration best practices (9) County geography*; (10) County, State and Federal codes, regulations and industry standards*; (11) stewardship of cultural resources; (12) historic preservation planning regulations and processes; (13) program management and administration; (14) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class*

- B. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in identifying subtle aspects of problems and developing solutions. Examples include achieving planning goals; researching and analyzing data and information to develop recommendations and conclusions for plans, policies, regulations, reports, papers, correspondence; and exercising sound and independent judgment within general policy guidelines.
- C. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired action. This includes skill in actively listening to ascertain key information, including perspective, concerns, wants and needs of others, and in coordinating to obtain desired results including agreement or compliance. Examples include negotiating effectively among varying viewpoints; developing and presenting effective presentations on planning issues; consulting with diverse teams to collaboratively address planning and policy projects; demonstrating strong interpersonal and public relation skills to work effectively with various officials, staff, citizens and customers; and targeting communications to specific audiences.

The Maryland-National Capital Park and Planning Commission

TITLE: Cultural Resources Planner IV GRADE: 30 DATE: 2/16/2021
SERIES: Planning CODE: 2255 EEO: Professional FLSA: Exempt

- D. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Planning, Historic Preservation, Cultural Resources Management, Archaeology, Anthropology, History, Architectural History, Architecture, Cultural Resources, Urban Planning, or any related field.
2. Six (6) years of progressively responsible professional level planning experience that includes project consultation and coordination.
3. An equivalent combination of education and experience may be substituted, which together total ten (10) years.
4. Valid driver's license (depending on area of assignment) in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Works in an office and outside setting and involves investigating historic structures of varying conditions of repair or archaeological sites. Work involves frequent positioning of self to obtain information, plans, permits, remaining in a stationary position, moving about inside the office and outside when investigating historical sites, communicating with the public, officials and employees. Work may require some physical requirements especially related to archaeology. Driving to attend various meetings and conduct site inspections. May be subject to various job demands such as high volume of work, tight deadlines, and extended hours.