



# Landmarks Preservation Commission

Sarah Carroll  
Chair

## Job Vacancy Notice #136-2023-547949

<b>Civil Service Title:</b> Landmarks Preservationist, Level I	<b>Agency Title:</b> Landmarks Preservationist, Research Department
<b>Title Code No.</b> 92237	<b>Salary:</b> \$59,083 minimum; \$64,297 maximum
<b>Location:</b> 1 Centre Street, 9th Floor North, New York, NY 10007	<b>Schedule:</b> Full-Time/5 days (35 hours) per week
<b>Post Date:</b> 8/26/2022	<b>Post Until:</b> Filled

### The Agency

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 37,500 designated buildings and sites in New York City, most of which are located in 152 historic districts across in all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

### The Team

The Research Department is responsible for the identification, evaluation, documentation and designation of landmarks, interior landmarks, scenic landmarks, and historic districts throughout New York City. Landmarks Preservationists in the Research Department work independently and/or collaboratively in small teams under the supervision and guidance of the Director and Deputy Director of Research.

### Your Impact

Landmarks Preservationists have the unique opportunity to work throughout the city exploring and analyzing its historic sites and neighborhoods, conducting architectural surveys and historical research, and producing rigorously documented designation reports that recognize the city's architecturally, culturally, and historically significant buildings and sites and enable their protection. In doing so, Landmarks Preservationists add to scholarship on New York City's history and architecture, provide useful information about historic buildings to property owners and architects, participate in LPC's Equity and Inclusion Goals expanding public recognition and equitable representation of New York City's diverse history, and have the opportunity to yield tangible results in preserving landmark buildings and historic districts throughout the city.

### Your Responsibilities

Working under the supervision and guidance of the Director and Deputy Director of Research, responsibilities include but are not limited to:

- Conduct research, fieldwork, and analysis to evaluate the cultural, historical, and architectural significance and level of integrity of New York City buildings and sites, to determine whether they

meet standards for consideration as individual landmarks, interior landmarks, scenic landmarks, or historic districts;

- Maintain and expand the agency's citywide inventory of historic resources through survey and documentation of buildings and sites, which may include written descriptions, comparative analysis, on-site photography and inspection, databases, and GIS mapping;
- Write designation reports and other documents describing the history, design, and existing condition of buildings and neighborhoods proposed for designation;
- Make presentations for Commissioners, elected officials, and property owners;
- Respond to public inquiries and requests for evaluation and maintain the agency's public records including correspondence and public testimony related to proposed designations;
- Assist in agency communications with editorial, writing, educational and other special projects;
- Conduct research in architectural and urban history and/or historic preservation standards and best practices, and investigate new scholarship;
- Use technology such as electronic databases, online communications tools, and other software for a variety of tasks.

## **QUALIFICATION REQUIREMENTS**

1. A Master's Degree in historic preservation, architectural history, art history, architecture, or American history, and one year of full-time satisfactory experience working in the field of historic preservation; or conducting research and writing in architectural history; or teaching at the college level in any of the fields described above; or
2. A Bachelor of Arts Degree with specialization in one of the fields listed above, and two years of full-time related experience; or
3. Education and/or experience equivalent to 1 & 2 above.

## **PREFERRED SKILLS**

- Professional experience with survey, evaluation, research and documentation of historic resources;
- Excellent writing and oral communication skills, including making presentations;
- Knowledge of New York City architectural history and styles;
- Familiarity with archival resources in New York City;
- Experience in or familiarity with historic preservation, real estate and planning issues in New York City;
- Professional experience using databases, data management, Microsoft Office programs, Adobe Acrobat and Creative Suite, as well as experience with digital mapping, ArcGIS preferred;
- Experience with digital photography;
- Strong customer service approach;
- Excellent organizational skills and ability to work collaboratively as well as independently;
- Maturity and professionalism.



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**Applicants may be subject to displacement by eligible candidates on the existing civil service list from exam 1199 and will be required to pass the next civil service exam offered for this title, on a future date to be scheduled by the Department of Citywide Administrative Services.**

### **How to Apply**

Please submit resume and cover letter to: NYC Careers at <https://a127-jobs.nyc.gov/>

Current City employees must apply through Employee Self Service (ESS) at <http://cityshare.nycnet/ess>, under Recruiting Activities/Careers/136-2023-547949

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

### **Please Note**

The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.

If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.

Final appointment is subject to approval by the Office of Management and Budget.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](http://nyc.gov/studentloans).

**The Landmarks Preservation Commission is an Equal Opportunity Employer. Our diversity and inclusion mission is to attract, retain, and engage a diverse workforce comprised of talented people. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where everyone's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!**