



City of Grapevine

Assistant Historic Preservation Manager

SALARY	\$2,827.14 - \$3,986.27 Biweekly \$73,505.64 - \$103,643.02 Annually	LOCATION	Grapevine, TX
JOB TYPE	Full-Time	JOB NUMBER	CVB2304-10
DEPARTMENT	Convention and Visitors Bureau	DIVISION	Convention & Visitors Bureau- Administration
OPENING DATE	04/23/2023	CLOSING DATE	3/3/2024 11:59 PM Central

Job Summary

Participates in development and management of Heritage and Preservation Programs, and assists with the management of the Grapevine Heritage Foundation. Supports the Grapevine's Historic Preservation Manager, responsibilities include, but not limited to, assisting with Certificates of Appropriateness both at the commission level and staff approval level. Manages the official Main Street Programs; Assists with the preparation and presentation of budgets, implementation of goals and objectives and operating policies and procedures.

Essential Functions

1. Prepares preliminary plans and designs for renovation of historic structures or new, compatible residential structures, assists homeowners with rehabilitation plans, construction methods and materials.
2. Assists homeowners with the process of obtaining Certificates of Appropriateness, building permits and other necessary approvals.
3. Assists with the development of the Grapevine Township Revitalization Programs. Expands the present program to develop restoration within the Old Township.
4. Assists with the development of the Historic Architectural Infill Program. Under the direction of the Historic Preservation Manager, develops and coordinates guidelines for all infill projects with the Historic Township.
5. Conducts research for historic overlay districts. Works with the Historic Preservation Manager to expand the number of historic overlay districts to encompass all the of the original township.
6. Works to expand historic designation on individual properties; seeks historic designation on applicable buildings; expands the citywide marker program; seeks recognition of all Grapevine Historic districts on the state and national level; develops an interpretive marker program for the Historic Districts.
7. Researches historic background on property and building for various presentations.
8. Educates public on importance of preservation programs. In conjunction with the Historic Preservation Manager, expands existing education programs, develops new programs and directs the implementation of education programs, both for the school system and the public in general.
9. Actively pursues adaptive reuse of buildings and seeks a balanced mix of retail.
10. Coordinates and develops list of "at risk" historic structures. Seeks out and evaluates structures to be placed on the

“at risk” list.

11. Participates in Nash Farm and museum-related programs.
12. In conjunction with the Historic Preservation Manager, reviews, recommends and coordinates activities for Grapevine Heritage Foundation (GHF) Board and Committees. Acts as staff liaison to the community for Grapevine Heritage Foundation. Acts as staff liaison between Grapevine Heritage Foundation Board of Directors, CVB Board of Directors, and CVB Department Directors.
13. Provides input for budget development for heritage Programs and Preservation and the Grapevine Heritage Foundation.
14. Participates in state and national preservation and Heritage education programs to maximize Grapevine’s opportunities.
15. In conjunction with the Historic Preservation Manager, provides input to the Grapevine Heritage Foundation and the Preservation Commission, as well as the State of Texas Main Street Program.
16. Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
17. Regular and timely attendance are required for this position.
18. Interacts professionally and respectfully with the public, coworkers, and others in the course of daily work.

Required Skills

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to ensure effective and efficient allocation and use of paid and volunteer manpower in Township Main Street, Preservation and Grapevine Heritage Foundation projects.
- Ability to develop and present complex restoration and preservation programs to the Historic Preservation Committee, City Council, Planning and Zoning, and citizens.
- Ability to ensure cost effective development of preservation programs, fundraisers, membership programs, heritage education and living history programs.
- Ability to ensure efficient internal department operations through the analysis of programs and management systems, evaluations of internal divisional work relations and responsibilities, and the development of program alternatives and recommendations.
- Ability to ensure administrative and effective financial management through annual budget planning and preparation.
- Ability to develop guidelines for Historic Overlays, Ordinances, historic structures restoration and preservation programs.
- Knowledge of Department of Interior standards for preservation and restoration and historic architectural elements.
- Excellent written, verbal and presentation skills.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

Bachelors degree, preferable in Architecture or Engineering, plus three years of experience in community promotion programs, Main Street Programs, Historic or Preservation Foundations or an equivalent combination of education, training, and/or experience which provides the required knowledge, skills, and abilities to successfully perform the essential functions of the job.

Previous exterior building design experience a plus.

Knowledge and experience in fundraising programs is beneficial.

Must pass a Federal/National criminal background check and credit check. Must have a valid Texas Driver’s license with an acceptable driving record as defined by City policy.

Must pass a pre-employment drug screen.

WORKING CONDITIONS

While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors. There will be occasional exposure to outdoor weather elements.

PHYSICAL DEMANDS

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.

While performing the essential functions of this job the employee is regularly required to perform light to medium work that involves walking or standing, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk and hear, stand, walk, and stoop, or crouch. This position requires occasionally lifting and/or moving up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to work in an office environment where the noise level is usually moderate.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

Agency

City of Grapevine

Address

P. O. Box 95104, 200 South Main Street

Grapevine, Texas, 76099

Phone

817-410-3176

Website

<http://www.grapevinetexas.gov/index.aspx?nid=439>

Assistant Historic Preservation Manager Supplemental Questionnaire

*QUESTION 1

Do you meet one of the following qualifications for the Assistant Historical Preservation Manager position?

- ☐ Bachelors degree, preferable in Architecture or Engineering, plus three years of experience in community promotion programs, Main Street Programs, Historic or Preservation Foundations.
- ☐ An equivalent combination of education, training, and/or experience which provides the required knowledge, skills, and abilities to successfully perform the essential functions of the job.
- ☐ None of the above.

*QUESTION 2

Do you have previous experience in exterior building design?

- ☐ Yes
- ☐ No

*QUESTION 3

Do you have knowledge and experience in fundraising programs?

☐ Yes

☐ No

***QUESTION 4**

Do you have the ability to work evening, weekends and holidays as required?

☐ Yes

☐ No

*** Required Question**