



Sarah Carroll  
Chair

**Job Vacancy Notice #136-2023-588411**

<b>Civil Service Title:</b> Landmarks Preservationist, Level I	<b>Agency Title:</b> Landmarks Preservationist, Enforcement Department
<b>Title Code No.</b> 92237	<b>Salary:</b> \$70,259
<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> 6/7/2023	<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 Enforcement Department and legal staff are responsible for ensuring compliance with the Landmarks Law. Violations of the Landmarks Law occur when work is done on a Landmark without a permit, work does not comply with a permit, or a landmark is not kept in good repair.

**Your Impact**

Under the supervision of the Commission's Deputy Counsel, Director of Enforcement, the Landmarks Preservationist will work with property owners responding to landmark violations and support the department with surveys, research and analyses and communication with property owners.

**Your Responsibilities**

- assists property owners responding to landmark violations;
- logs complaints and assists members of the public with reporting possible work without permits;
- explains enforcement procedures to the public;
- assists with owner enforcement meetings; makes site visits to photograph buildings in historic districts and individual landmarks throughout the City, works with Preservation Department staff handling applications addressing violations;
- reviews historic photographs from the agency's research files, locates records and researches property permit histories;
- prepares analyses necessary to aid the Compliance Officer and Director of Enforcement in determining what, if any, enforcement actions should be taken;
- issues Warning Letters;
- assists with data entry and filing;
- assists with addressing landmarks that are in disrepair; and



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- undertakes special projects and assignments as needed for Enforcement and Legal Departments.

The position requires excellent technology, communication, and customer service skills

## **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 preservation, restoration, or conservation of historic structures; or conducting research in architectural or art history, or working as an architect or architectural assistant; or teaching at the college level in any of the fields described in (a); 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 reviewing architectural drawings, building material samples and specifications involving historic preservation work strongly preferred;
- Professional experience using databases, Microsoft Office programs, and Adobe Acrobat, as well as virtual meeting and communication programs strongly preferred;
- Experience with software used in the design and construction industry is desirable
- An understanding of historic preservation policies and practices, especially in New York City;
- Strong customer service approach;
- Excellent communications and organization skills.

**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/136-2023-588411

### **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.



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**Loan Forgiveness:** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness | Federal Student Aid](#)

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!**