

## VILLAGE OF CALUMET

### HISTORIC DISTRICT COMMISSION

#### POSITION DESCRIPTION

Title - HISTORIC DISTRICT COMMISSION COORDINATOR

Reports to: Historic District Commission

#### *General Administrative Responsibilities:*

- Schedule meetings to conform with timing requirements outlined in the ordinance
- Prepare public notice for all meetings and public hearings; prepare meeting agenda
- Record and maintain minutes
- Keep other records available for public review (e.g. a list of rules of procedure, design guidelines, as well as records of decision of the Commission)
- Collect and maintain correspondence, applications and project information.
- Provide information to the public regarding the Commission and its work; answer public inquiries regarding historic preservation regulations

#### *Design Review Administrative Responsibilities:*

- Coordinate with building and zoning permitting officials, and others, to find out about work proposed and underway within a district
- Provide applications for review of work and information regarding review process
- Compile and maintain case files on each permit applicant, follow cases through the review process
- Attend Commission meetings, prepare their agendas, staff reports, meeting notices, press releases, minutes, photographs and background information on applications
- Send application materials to Commission members before meetings and present case information at Commission meetings
- Schedule public hearings and special meetings to accommodate design review cases: provide list of each permit application with agenda
- Give notice of Commission meetings to design review applicants; provide applicants with a written notice of the Commission's decisions
- Maintain a record of decisions made by the Commission, including reasons for each decision

#### *Technical Assistance:*

- Assist applicants in compiling applications. Provide guidance to applicants and to the Commission informally and at Commission meetings

#### *Qualifications*

- Clearly demonstrated interest in or knowledge of historic preservation
- Excellent written and verbal communication skills.
- Working knowledge of the Microsoft Office Word, Excel, and PowerPoint; Adobe Acrobat; Google Drive; and GIS.

- Ability to work collaboratively as well as independently, multi-task, establish priorities, and meet deadlines.
- Ability to exercise good judgment with a strong attention to detail.
- Strong interpersonal skills with internal and external contacts.
- Personal qualities of integrity, credibility and dedication.

VILLAGE OF CALUMET

HISTORIC DISTRICT COMMISSION

PART TIME POSITION DESCRIPTION

*HISTORIC DISTRICT COMMISSION COORDINATOR*

Responsible for performing administrative and clerical functions for the Historic District Commission. Applicants must have a clearly demonstrated interest in or knowledge of historic preservation. Some knowledge of land use, zoning, and construction practices helpful.

A complete copy of the job description for this position may be obtained from the Calumet Village offices or call 906-337-1713 for additional information.

Resumes must be submitted to the VILLAGE OF CALUMET HISTORIC DISTRICT COMMISSION,

P.O. Box 46, 340 6thStreet, Calumet, MI 49913

Job Type: Part-time

Work Location:

- One location

Working days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Hours per week:

- Less than 10
- 30-39