

THE CITY OF
CUMBERLAND, MARYLAND



INVITES YOUR INTEREST IN THE POSITION OF
**HISTORIC PRESERVATION/
CITY PLANNER**



ABOUT THE CANDIDATE AND POSITION

GENERAL DESCRIPTION OF WORK

The City of Cumberland seeks a knowledgeable and motivated **Historic Preservation/City Planner** to support comprehensive planning, historic preservation, and community development initiatives. This position plays a key role in guiding growth while protecting Cumberland's rich architectural, cultural, and historic resources. The Planner works collaboratively with city departments, boards and commissions, elected officials, state and federal agencies, developers, and the public.

KNOWLEDGE, SKILLS, AND ABILITIES

This is not an exhaustive listing of duties and responsibilities. Other duties may be assigned based on the needs of the City of Cumberland.

- Knowledge of historic preservation principles, Secretary of the Interior's Standards, and preservation law.
- Knowledge of urban planning principles, zoning, land use regulations, and comprehensive planning.
- Working knowledge of the Maryland Department of Planning regulations and procedures.
- Ability to interpret and apply local ordinances, design guidelines, and planning documents.
- Ability to interpret architectural plans, site plans, and technical documents.
- Strong research, analytical, and technical writing skills.
- Ability to communicate effectively with elected officials, professionals, and the general public.
- Proficiency with GIS, planning software, and standard office applications is required.

ABOUT THE CANDIDATE AND POSITION

KEY RESPONSIBILITIES

Historic Preservation

- Administer and maintain the City's Certified Local Government (CLG) program in coordination with the State Historic Preservation Office (The Maryland Historical Trust located within the Maryland Department of Planning)
- Administer and enforce local historic preservation ordinances and design guidelines.
- Serve as staff liaison to the Historic Preservation Commission (HPC), including preparing meeting agendas, reports, and ordinance-required documentation.
- Review applications for Certificates of Appropriateness, rehabilitation projects, demolitions, and new construction within local historic districts for compliance with local preservation ordinances and federal Secretary of the Interior's Standards for Treatment of Historic Properties.
- Provide technician assistance to property owners, developers, and the public regarding historic preservation standards, best practices, and incentives.

- Coordinate nominations to the National Register of Historic Places and maintain local historic resources inventories.
- Support preservation-related grant programs, tax credits, and funding opportunities at the local, state, and federal levels.
- Promote heritage tourism and preservation education initiatives.
- Knowledgeable with the Secretary of the Interior Standards, provide technical assistance to property owners, developers, architects, and the public on preservation best practices, incentives, and regulatory requirements.
- Oversee public education and outreach efforts such as workshops, tours, publications, and preservation month programming.
- Ensure compliance with relevant preservation ordinances, zoning, design guidelines, and state/federal review processes (e.g., Section 106 when applicable to local projects).
- Research and prepare reports, staff recommendations, policy updates, and code amendments related to historic preservation.

ABOUT THE CANDIDATE AND POSITION

City & Comprehensive Planning

- Assist in the development, implementation, and updates of the City's Comprehensive Plan, neighborhood plans, and special area plans.
- Interpret and apply zoning ordinances, development codes, subdivision regulations, and design standards.
- Review development proposals, site plans, subdivisions, and zoning applications for consistency with city plans, ordinances, and preservation goals.
- Conduct research and analysis related to land use, zoning, demographics, housing, transportation, and economic development.
- Prepare staff reports, ordinances, maps, and presentations for the Planning Commission, Mayor and City Council, and other boards.
- Assist in the development and implementation of strategic planning initiatives, policy documents, and regulatory updates.

- Conduct research and analysis when needed related to demographics, land use, economic development, housing needs, transportation patterns, and environmental planning.
- Provide customer service to residents, businesses, developers, and internal departments regarding planning and zoning inquiries.
- Support zoning code updates and long-range planning initiatives.

Community & Interagency Coordination

- Serve as a point of contact for citizens regarding planning and preservation issues.
- Coordinate with state agencies such as the Maryland Historical Trust and the Maryland Department of Planning.
- Collaborate with regional partners, non-profits, and community organizations on revitalization and preservation projects.
- Participate in public meetings, workshops, and outreach activities.

ABOUT THE CANDIDATE AND POSITION

Minimum Qualifications

- Bachelor's degree in Urban Planning, Historic Preservation, Architecture, Public Administration, or a closely related field.
- At least 2-4 Years of professional experience in city planning, historic preservation, or a related field.
- Knowledge of Maryland planning and preservation regulations is highly desirable.
- Valid driver's license.
- Certification or eligibility for certification by the American Institute of Certified Planners (AICP).

Working Conditions

- Primarily office-based with occasional field inspections and attendance at evening meetings.
- There is no remote work option for this position.
- Ability to attend public meetings outside of normal business hours as required.

Salary & Benefits

This position is classified as Grade 14 (\$66,880 to \$118,378). Salary is commensurate with qualifications and experience. The City of Cumberland offers a competitive benefits package including health insurance, retirement benefits, paid leave, and professional development opportunities. This is a non-exempt position

How to Apply

*Interested candidates are invited to submit a cover letter, resume, and three (3) professional references to the City of Cumberland Human Resources Department via email april.howser@cumberlandmd.gov. with the subject line **Historic Preservation/City Planner**. Paper submissions will not be accepted. Resumes will be accepted until position is filled.*

The City of Cumberland is an Equal Opportunity Employer