



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



Job Opening
Historical Preservation Specialist

Department: Housing, Economic Development & Commerce

Division: City Planning

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37.5 hours per week

Salary: \$55,000 - \$60,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The Jersey City Division of City Planning is seeking a talented and energetic candidate to work full-time with the Historic Preservation staff in daily operations of reviewing applications within the City's five historic districts and dozen municipally designated landmarks.

Job Duties:

- Assisting HPC Staff in reviewing Certificate of Appropriateness applications for completeness and compliance with the Secretary of Interior Standards for Historic Preservation, Jersey City Rule and Regulations for Alterations and Additions to Buildings and New Construction in Historic Districts, and the Jersey City Historic Preservation Ordinance.
- Assisting HPC Staff in reviewing and approving Certificate of No Effect applications per the standards outlined in Secretary of Interior Standards for Historic Preservation, Jersey City Rule and Regulations for Alterations and Additions to Buildings and New Construction in Historic Districts and the Jersey City Historic Preservation Ordinance.
- Assisting HPC Staff in reviewing Demolition Applications and Determination of Significance Applications per the standards outlined in Chapter 105, entitled Building Demolition.
- Assisting HPC Staff in clerical tasks such as filing, correspondence with the public, application intake, digitizing records, etc.
- Participating in public meetings as necessary, such as Historic Preservation Commission meetings, Planning Board meetings, Zoning Board of Adjustment meetings, and City Council.
- Performs other duties as assigned.



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**Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

Required Educational Background: Graduation from an accredited college or university with a Bachelor's Degree in Historic Preservation Program.

Preferred Experience: Relevant working experience with the Secretary of the Interiors Standards for the Treatment of Historic Properties, Architecture, Urban Planning, History, and Historic Preservation. Excellent verbal and written communication skills and a basic ability to read Construction Documents.

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.