



August 23, 2023
HISTORIC DISTRICT COORDINATOR

The City of Shelbyville is accepting applications for a **full-time Historic District Coordinator**.

General Duties: This position is supervised by the City Administrator, and responsibilities for this position include, but are not limited to: organizing meetings and providing professional historic preservation advice and/or presentations to the Historic District Commission and general public; providing technical assistance to home and business owners within the historic district who are undertaking renovations; working with Shelby Main Street Corporation and other organizations on preservation related projects; preparing and administering operation budgets for city and federal funds through the Kentucky Heritage Council; preparing and administering service contracts, grants, and other reports or required research; conducting architectural surveys; inspecting the Historic District for violations of Historic District guidelines and responding to citizen complaints; attends regular trainings and meetings of the Shelby Main Street Corporation, the Shelbyville Tree Board, the City Council, and others as required. Will be responsible for administering City funded grant programs, and any other grants related to this position.

Qualifications: Graduate degree in architectural history, art history, historic preservation, or a closely related field with coursework in architectural history and a minimum of two (2) years of related experience; **or** graduate certification in historic preservation with a Bachelor's degree in architectural history, art history, historic preservation, or a closely related field with coursework in architectural history and a minimum of three (3) years of related experience; **or** a Bachelor's degree in architectural history, art history, historic preservation, or a closely related field with coursework in architectural history and a minimum of four (4) years of related experience.

Special Knowledge, Skills, and Abilities: Considerable knowledge of historic preservation theory and practice, particularly in historic preservation administration and building renovation; skill in photography, typing or word processing, basic graphics, and reading architectural plans; ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; and working knowledge of state/federal Main Street programs. Must promote and maintain positive public relations with property owners and others within the community.

Starting salary up to \$60,000 annually, based on education and experience. Excellent benefit package.

Deadline: Visit www.shelbyvillekentucky.com or City Hall (315 Washington St., Shelbyville, KY) for an application packet. The application, criminal background check forms, and any other supporting documentation to demonstrate qualifications must be received by 4:00 p.m. on 9/30/2023. **A resume will not substitute for a completed and signed application.** For questions, call (502) 633-8000.

E. O. E. / A. D. A.