

CITY OF MOBILE
HISTORIC DEVELOPMENT DIGITIZATION PROJECT MANAGER

The City of Mobile seeks to hire a temporary, full-time Digitization Project Manager who will be responsible for the digitization of paper records of the Mobile Historic Development Commission (MHDC) and for regulatory enforcement of issued Certificates of Appropriateness (COA). This position will work closely with the Senior Architectural Historian, the Deputy Director of the MHDC, and the City's Information Technology (IT) department in the completion of duties required under the City of Mobile's Certified Local Government agreement and the projects outlined in the City's application for grant funding, supporting the MHDC staff by performing spot checks of work being performed under COAs and investigating potentially unsanctioned work reported by the public. The position may transition into a full-time, benefits-eligible position once the Historic Preservation Fund (HPF) grant funding has been exhausted.

JOB REQUIREMENTS: Requires a Bachelor's degree in historic preservation, architectural history, history, archaeology, or a closely related field and a minimum of two years responsible experience in preservation planning, historic research, or electronic records management. Preference will be given to those with a Master's degree in historic preservation, architectural history, history, archaeology, or a closely related field and experience in electronic records management. Must possess a valid driver's license.

This position requires time management skills, program management skills, and the ability to communicate with internal staff in a professional manner. Must have good knowledge of research techniques, both in hard copy and digital form; ability to develop metadata and key words; ability to determine appropriate file formats; ability to develop policies and procedures related to digital records; ability to communicate effectively, both orally and in writing; ability to coordinate activities and services with other City departments; ability to compare written and graphic (architectural plans) work descriptions with ongoing work and as-built conditions; ability to operate and utilize computer software, and the ability to establish and maintain effective working relationships with Historic Development staff, other City department employees, COA applicants, and the general public.

PRIMARY RESPONSIBILITIES (including, but not limited to): The Digitization Project Manager will be responsible for coordinating with the IT department to develop a digital framework or organizational system to store digital images, selecting appropriate file formats and compression, and scanning of 79 file drawers on locally designated historic district properties in the Mobile Historic Development Commission office in such a way that the regular work of the office is not disrupted. The individual chosen also will support the Historic Development staff in enforcing the preservation ordinance by performing spot checks of work being performed under the auspices of COAs, investigating potentially unsanctioned work in locally designated historic districts, issuing Notices of Violation if necessary, working with the Permitting and Inspections departments, and performing follow-up work as needed. The Digitization Project Manager will work a regular, 40-hour week until approximately June 30, 2021, or until grant funding is fully expended, whichever comes first.

The City of Mobile is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws without regard to race, color, religion, national origin, sex, age (40 and over), disability, citizenship, past current or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable law.

Application deadline is 11/18/2020. To apply, send resume to: hr@cityofmobile.org or mail to City of Mobile Human Resources Dept., P.O. Box 1827, Mobile, AL 36633.