



Office of the City Clerk

Jim Owczarski
City Clerk

www.city.milwaukee.gov

VIA ELECTRONIC MAIL

December 21, 2021

The Honorable,
Members of the Board of City Service Commissioners
City Hall

Honorable Members,

I write to request, under Rule IX, Section II of the *Rules* of the Board of City Service Commissioners, an extension of temporary appointment for Jacqueline Drayer, Senior Planner, Common Council – City Clerk, retroactive to January 22, 2022 and ending on August 6, 2022.

One of the Historic Preservation Commission Senior Planners' was out on an extended medical leave and has returned, but there is a backlog of work. Auxiliary position authority will be sought through the Department of Employee Relations should this request meet with your approval.

I have attached the request for temporary appointment, job description and resume for your reference.

Thank you for your consideration of this matter. Should you have any questions of me, please do not hesitate to contact me at your convenience.

Respectfully,

James R. Owczarski
City Clerk

Cc: Terry MacDonald





Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR DERCERTIFICATION@MILWAUKEE.GOV

TEMPORARY APPOINTMENT/APPOINTEE DETAILS				
DEPARTMENT/DIVISION CITY CLERK/HISTORIC PRESERV COMM	LAST NAME DRAYER	FIRST NAME JACQUELINE	INITIAL	
AUTHORIZED POSITION TITLE SENIOR PLANNER	PAY RANGE 2HX	F&P APPROVAL DATE NA	REQUISITION # NA	
UNDERFILL TITLE (IF APPLICABLE) NA	PAY RANGE 2IX	WAS THIS INDIVIDUAL FROM AN ELIGIBLE LIST? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, REFERRAL #		
REASON FOR TEMPORARY APPOINTMENT <input type="checkbox"/> During Leave of Absence of an employee who is expected to return <input checked="" type="checkbox"/> To perform services of a temporary nature and for a limited period	EFFECTIVE DATE 1/22/2022	ANTICIPATED EXPIRATION DATE 8.6.2022	T.A. RATE OF PAY \$2,798.05	
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW				
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED: One of 2 Senior Planner's was out on extend medical leave and has returned but there is a backlog of work.				
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE: There is no current eligible list for the position. Began with Wisconsin Historical Society Architectural History Consultant list, which had few options for freelancers available for a W2 hire and even fewer with useful knowledge of Milwaukee area. Three specifically declined as too busy and did not have further recommendations beyond others already on the same list. Existing Senior Planner contacted professional colleagues for people who might be interested and available and Ms. Drayer was the first person suggested to be interested, available, and appropriately qualified.				
PROVIDE INFORMATION BELOW TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:				
TRAINING AND EDUCATION: Master of Arts in American Studies/Historic Preservation, George Washington University, 2018	WORK EXPERIENCE: Senior Architectural Historian, EBI Consulting, 1 year; Outreach and Grants Manager, DC Preservation League, 3 years	OTHER REQUIREMENTS (i.e. licenses) Meets/Exceeds federal Architectural Historian requirements https://www.nps.gov/history/local-law/arch_stnds_9.htm		
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, CURENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:	
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECTOR SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTED CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES – EXPLAIN RELATIONSHIP:				
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.				
REPORTING OFFICER J.M. Owczarski	SIGNATURE 	TITLE City Clerk	DATE 12/21/21	
APPROVING OFFICER J.M. Owczarski	SIGNATURE 	TITLE City Clerk	DATE 12/21/21	
THIS SECTION FOR DER REVIEW				
DER REVIEW COMPLETED BY: 4.26.21-7.23.21 7.24.21-1.21.22 Karen Biernat	SIGNATURE 	TITLE	DATE	



Department of Employee Relations
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554



R. 09.04.14

TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY

APPLICANT NAME (last, first, middle)		DATE
Jacqueline Drayer		12/21/2021
POSITION TITLE	PAY RANGE	RATE OF PAY
SENIOR PLANNER	2IX	2,798.05

SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

Jacqueline Drayer
Temporary Appointment Applicant Signature

12/21/2021
Date Signed

Terry MacDonald
Witness Name (Print)

Terry MacDonald
Witness Signature

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service _____

Commission: _____

Fire & Police _____

Commission: _____

Finance _____

Committee: _____

Common _____

Council: _____

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: June 25, 2021		2. Present Incumbent: Tim Askin & Carlen Hatala		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, indicate Underfill Title in box 10.	
3. Date Filled:		4. Previous Incumbent:			
5. Department: Common Council - City Clerk			Bureau: Division: Municipal Research Center		Unit: Section: Historic Preservation
6. Work Location: ZMB, B-1			Telephone: x5712 Email: taskin@milwaukee.gov		Work Schedule: Hours: 8:00 am - 4:45 pm / Days: Monday - Friday
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Senior Planner			Pay Range 2HX	Job Code
	Underfill Title (if applicable):				
	Requested Title (if applicable):				
Recommended Title (DER Use Only):			Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

The Senior Planner is responsible for supervising, implementing and managing activities related to historic preservation, including staff support for the Historic Preservation Commission, research and environmental review, and Certificates of Appropriateness for construction work on locally-designated historic structures.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
15	• Provide staff support to Historic Preservation Commission.
10	• Undertake research of individual buildings, neighborhood histories and specified other historic topics are required to prepare historic designation study reports in response to nomination of historic structures and districts. Compile building and neighborhood histories for publications and promotional materials.
25	• Ensure timely review and comment on architectural plans for projects affecting historical buildings and to conduct Section 106 reviews following federal requirements
15	• Ensure timely response to applications for Certificate of Appropriateness and applications for local historic designation. Ensure timely preparation of staff reports.
10	• Formulate architectural guidelines for the rehabilitation of historic buildings.
5	• Oversee the work of consultants, student interns and staff responsible for drafting National Register nominations, conducting building inventories, documenting historic buildings through photography, etc.
5	• Produce public information on historic preservation topics, including appropriate sections of the department's web site publications and displays.
15	• Participate in enforcement process to ensure compliance with historic preservation ordinance and conditions of Certificates of Appropriateness.
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	•

B. PERIPHERAL DUTIES:

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Jim Owczarski, City Clerk

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Review as needed.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 1.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

of supervision exercised by indicating one or more of the following.		
a. Assign duties	e. Sign or approve work	
b. Outline methods	f. Make hiring recommendations	
c. Direct work in progress	g. Prepare performance appraisals	
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such	
Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>
2	Graduate Interns	All

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Graduate degree in architecture, architectural history, art history, historic preservation, public history or planning, or a graduate certificate in historic preservation. Experience in conducting architectural surveys. At least two years full time experience in research, writing or teaching American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution. All experience shall meet the Secretary of Interior's professional qualification standards for history, architectural history, or historic architecture, or some combination thereof.

ii. Knowledge, Skills and Abilities:

Knowledge of construction technology, historic construction technology, and building materials, Ability to work with contractors and property owners. Ability to write technical documents relating to restoration projects. Ability to assess eligibility for historic designation and write supporting

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documentation. General knowledge of the architectural history of the Upper Midwest and Great Lakes regions highly desired.

iii. Certifications, Licenses, Registrations:

Affiliation with historic preservation organizations and architectural organizations such as the AIA.
Evidence of continuing education credits in preservation architecture and construction technology.

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force
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	frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 3%**

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)

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<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (please list):	
<input checked="" type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (please list):	

- L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The position requires attention to detail and ability to work unsupervised when out in the field photographing buildings or going to research institutions when compiling documentation. Employee must have social skills to manage confrontations with difficult property owners, contractors, and members of the public. Negotiation and collaboration skills are also important. Employee must have ability to speak to neighborhood groups and be able to assemble presentations on preservation topics.

- M. I believe that the statements made above in describing this job are complete and accurate.**

Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

Jacqueline Drayer

Experience

Owner and Principal (April 2021–Present)

Mulberry History Advisors

Helping communities protect, understand, and reuse historic sites.

- National Register designations and determinations of eligibility
 - Consulting party response to Section 106 projects
 - Historic context studies
 - Archival research, writing, and tour creation
 - Nonprofit strategy: advocacy, outreach, grants management, and volunteer program development
- Clients include the National Preservation Institute, Committee of 100 on the Federal City, and historians.

Senior Architectural Historian (July 2020–April 2021)

EBI Consulting

- Provided technical direction on Section 106 reports as principal investigator. Facilitated consultation.
- Prepared determinations of eligibility for sites in California, Pennsylvania, Vermont, and Washington.
- Completed quality control review and quality assessment of FCC projects in 35+ states.
- Prepared cultural resources proposals and scopes of work for standard and specialty services.
- Selected to advise real estate team on Section 106 compliance, including changes to submission letter to State Historic Preservation Offices (SHPOs), public notices, consulting party invites, and services.
- One of two mentors in pilot initiative to improve staff performance through individual guidance.
- Chosen to update model cultural resources guide that streamlined and improved report production.

Project Coordinator (October 2019–August 2020)

National Alliance of Preservation Commissions

- Temporary role managing \$382,500 agreement with National Park Service and SHPOs that boosted local preservation commissions' abilities to preserve cultural resources in the event of natural disasters.
- Coordinated stakeholders to develop custom ArcGIS applications for six states. Solved pandemic deployment challenges. Prepared financial and performance reports. Oversaw budget compliance.
- Helped plan first virtual [FORUM](#) conference, co-developed diversity sessions, moderated live sessions.

Outreach and Grants Manager (January 2017–February 2020)

DC Preservation League

- Led preparation of National Register nominations for 11 [individual landmarks](#) and 1 [historic district](#).
- Presented 16 landmark nominations to DC Historic Preservation Board for local designation. Testified at design review hearings. Led stakeholder outreach and advised communities.
- Managed multi-fund grant program awarding \$100,000+/year. Projects met the Secretary of the Interior's Standards for preservation or rehabilitation. Wrote guidelines for \$1 million fund.
- Represented DCPL in Section 106 consultation for Federal Reserve and Smithsonian redevelopment projects at historic sites. Prepared comments, [testified](#) before National Capital Planning Commission.
- Hired and managed part-time staff. Led two volunteer committees and set a recruitment record.
- Increased media coverage of [sites](#) via [digital advocacy](#) and [events](#). Created events for 15-300 people.

Fulbright Research Fellow (September 2015–July 2016)

The Fulbright Program

- Wrote and photographed a book, *The Case for Adaptive Reuse: Belgian Art Institutions as a Model of How Historic Rehabilitation Transforms Cities*. Surveyed and documented 18 sites and collected oral histories.
- Co-led Fulbright Berlin Seminar research workshop. Spoke at Belgian colleges. Took Dutch classes.

Board Service

Junior Board Member, Historic Richmond, January 2021–Present

Board Member & Officer, Society of Architectural Historians-Latrobe Chapter, March 2019–February 2020

Volunteering

Advocacy Committee Member, National Alliance of Preservation Commissions, November 2020–Present

Eviction Legal Hotline Volunteer, Virginia Poverty Law Center, September 2020–Present

Finance Committee Member, National Preservation Partners Network, October 2019–Present

Design Committee Member, Tenleytown Main Street, January 2018–October 2019

Select Publications

“Upzoning a Potential Aid for Affordability and Preservation Woes,” Hidden City Philadelphia, 2019

“Building of the Week: St. Coletta of Greater Washington,” Greater Greater Washington, 2017

“On Cementing A Future for Mumbai’s Art Deco Cinemas,” Art Deco Mumbai, 2017.

Education

Master of Arts in American Studies/Historic Preservation, George Washington University, 2018

Bachelor of Arts in American Studies, George Washington University, *Magna cum laude*, 2015