

# CITY OF TEMPE

## Temporary Employment Opportunity



Community Development | 31 E. 5th St. Tempe Az 85281 | [www.tempe.gov/jobs](http://www.tempe.gov/jobs)

### Historic Preservation Intern

Opening Date: October 1, 2024  
Closing Date: November 23, 2024  
Hourly Wage: \$20.00 per hour  
Work Schedule: This is a part-time (20 hours per week) position lasting from January-December 2025; Ability to work both remotely and onsite required.

This is a Temporary Non-Benefitted position

### Experience & Training:

- Understanding of public service and employment within a political environment;
- Ability to think critically and analytically;
- Strong written and oral communication skills;
- Professional attitude and strong interpersonal skills;
- Ability to work both collaboratively and independently;
- Knowledge of applicable computer programs such as Word, Excel, Adobe, ArcGIS or ability to learn technologies as needed;
- Ability to work outside in the heat and carry up to 40 pounds;
- Must currently be enrolled in or recently graduated from (within past three years) a graduate-level (master's or doctoral) degree program in History, Public History, Architecture, Archaeology, Urban Planning, Urban Studies, or any related field.

### Essential Job Functions:

Under the supervision of the City's Historic Preservation Officer (HPO), the intern will learn and be responsible for generating reports, completing in-depth analysis, aiding with research, assisting planning staff with day-to-day assignments, shadowing staff and attending meetings. More specifically, responsibilities include but are not limited to the assisting in:

- Accepting applications for designations and proposed alterations, new construction, demolition or removal;
- Reviewing proposed alterations, new construction, demolition or removal affecting landmarks, historic properties and properties within historic districts, in the instance of such work being obviously minor in nature and impact, or in cases of imminent public hazard, and reporting such approvals to the Historic Preservation Commission;
- Preparing documents for and participating in monthly meetings of the Tempe Historic Preservation Commission meeting;

- Preparing nominations to the National Register of Historic Places and the Tempe Historic Property Register;
- Maintaining the Tempe Historic Property Register and lists of Historic Eligible and Archaeologically Sensitive properties;
- Conferring and coordinating with federal, state, local and tribal agencies, Community Development and other City of Tempe staff, the general public and other stakeholders in acquiring, maintaining and disseminating information and coordinating activities pertaining to preservation-related matters;
- Preparing applications for grants and other sources of funding as may become available;
- Perform related duties as assigned;

## **Applicant Requirements:**

Requires successful completion of selection process, completion of background investigation, and verification of identity/work authorization.

## **How to Apply:**

Interested applicants should send a cover letter, resume, and application to [Dr. Zachary J. Lechner](mailto:zachary_lechner@tempe.gov) by email at [zachary\\_lechner@tempe.gov](mailto:zachary_lechner@tempe.gov). Please type "Historic Preservation Intern" in the email subject line.

**For questions, please contact:**  
**Dr. Zachary J. Lechner / Historic Preservation Officer**  
[zachary\\_lechner@tempe.gov](mailto:zachary_lechner@tempe.gov)

## **Equal Employment Opportunity:**

The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The city does not discriminate based on race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the city will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.



# Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for \_\_\_\_\_

Do you possess a valid Driver's License (may be required for certain positions)?  Yes  No

Your age group is?  15-17 years  18-20 years  21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States?  Yes  No

Have you ever worked for the City of Tempe?  Yes  No

If yes, from \_\_\_\_\_ (mm/yy) to \_\_\_\_\_ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?  Yes  No If yes, please indicate his/her name, position, and relationship to you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

\_\_\_\_\_

Are you a veteran?  Yes  No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From \_\_\_\_\_ To \_\_\_\_\_

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification?  Yes  No

If no, please indicate your highest grade level completed \_\_\_\_\_

**Education from an accredited College/University:**

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Trade and/or Technical Schools:**

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)**

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

**Special training *that relates to this position*:**

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**List computer software program(s) with which you are proficient in operating *that relate to this position*:**

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**Language Proficiency (other than English):**

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

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Place of Employment or Volunteer Experience:

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Address:

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Phone:

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Job Title:

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Employees Supervised:

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Supervisor (Name/Title/Phone):

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Employment Dates (mm/yy):

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Hours Per Week:

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Wage: \$            per

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Work Performed:

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Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

**Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?**

Yes  No *If Yes, please explain:*

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<b>PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.</b>		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<b><u>FOR ADMINISTRATIVE USE ONLY</u></b>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____