FOR IMMEDIATE RELEASE
November 16, 2015
Contact: Niel Laudati: 541.726.3780
Cell: 541.221.3686

~ Media Advisory ~

APPLICANTS SOUGHT FOR HISTORIC COMMISSION

The City is currently accepting applications to fill three open positions on the Historic Commission. The deadline to apply is 5 p.m. on December 11, 2015. Interviews will be conducted by the City Council at the February 22, 2016 work session. Confirmation of the chosen candidates will be at the City Council at the March 7, 2016 regular session.

Copies of the application packet are available at the City Manager's Office in City Hall, 225 Fifth Street, 541-726-3700.

Background:
The qualifications for membership on the Historic Commission include being appointees of Willamalane Park & Recreation District or Springfield School District #19; or individuals who meet professional qualifications in the disciplines of architecture, history, architectural history, archeology, or related fields who live within the Metropolitan Area General Plan boundaries; or residents, electors, or property owners within Springfield.

The Springfield Historic Commission is appointed by the City Council and serves to advance the identification, protection, preservation, education, and interpretation of Springfield's cultural heritage and history. As such, the Commission organizes projects and programs to encourage stewardship of the community's historic assets. The Commission also reviews development and restoration requests within the Washburne Historic District and for other Springfield historic resources. Historic Commission meetings are held on the fourth Tuesday of every other month starting at 5:30pm in the Jesse Main Room in City Hall.

The candidates appointed to these positions are eligible to serve up to two, four-year terms.

For more information, contact Molly Markarian at 541.726.4611 or at mmarkarian@springfield-or.gov.

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

City Manager's Office • 225 Fifth Street • Springfield, OR 97477

PLEASE NOTE:

- **When possible, council will not appoint people currently serving on another governing body to the Planning Commission or Budget Committee.**
- **When appointing people to any of the other city boards, commissions or committees, the Council shall take into account whether that person is being reappointed for a subsequent term, is currently serving on another governing body or currently appointed to another city board, commission or committee.**
- **When possible, the Council will appoint people to serve on one City board, commission or committee only.**

Board / Commission / Committee applying for:

_____

(A separate application must be completed for each board / commission / committee)

Name: _____
First Middle Initial Last

Home address: _____
Street City Zip

Mailing address: _____
Street City Zip

Day Phone: _____ Evening phone: _____

Email Address: _____

Preferred Form of Contact: _

Do you live within the Springfield city limits? ☐ Yes ☐ No ⇨ If yes, how long?_____
If no, do you live inside Springfield's Urban Growth Boundary? ☐ Yes ☐ No

Ward number (City residents only): _____

Are you a Springfield property owner? ☐ Yes ☐ No
Are you a Springfield business owner? ☐ Yes ☐ No
Are you a registered voter? ☐ Yes ☐ No

Occupation:_____ Place of employment/School:_____

_____

Business address:_____

Education:_____

Are you currently serving on any other board, committee, or commission? If so, please list them here:

_____

How did you hear about the above vacancy?

☐ Newspaper ad ☐ Newspaper article ☐ Radio/TV ☐ Mail notice

☐ Word of mouth ☐ Board/Commission/Committee member ☐ Internet

(Over, please)

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

Printed on Recycled Paper

Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?

2. What specific contribution do you hope to make?

3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)

4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?

5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at www.ci.springfield.or.us/CMO/newsrel.htm. Are you available to attend meetings on the dates listed for this committee?

   ☐ Yes ☐ No

   Comments:_____

   _____

   _____

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature:_____Date:_____

For more information please call the City Manager's Office 541.726.3700
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477

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Employee#_____
Position # _____

City of Springfield
225 Fifth Street
Springfield, Oregon 97477
Ph: (541)726-3705 Fax: (541)726-4614
An Affirmative Action/Equal Opportunity Employer

NON-EMPLOYEE PROFILE
Request for Services
☐ **VOLUNTEER**
☐ **TEEN VOLUNTEER**
☐ **INTERN / CONTRACTED LABOR**

To be completed by **CANDIDATE – All Information is REQUIRED**

INTERNSHIP ONLY
School/Organization Name: _____
Sponsor/Contact Name & Phone #: _____
Start & End Dates: _____

Full Legal Name: _____
(First) (Middle) (Last)

Physical Address: _____
(Street, Apt)
_____
(City) ... (State) (Zip)

DOB: _____

Preferred Phone #: _____ ☐ Cell ☐ Home

Department(s) of Interest
☐ City Manager's Office
☐ Finance
☐ Courts
☐ Information Technology
☐ Fire & Life Safety
☐ Police
☐ Library
☐ Development & PW
☐ Human Resources

Type of Work:

Other Language(s) Spoken: Willing to Translate? ☐ YES ☐ NO (High/Medium/Low)
Language 1: _____ Speak? Read? Write?

Emergency Contacts – Please list in order of preference

Name / Relationship:	Name / Relationship:	Name / Relationship:
Primary Ph#: ☐ Cell ☐ Home ☐ Other	Primary Ph#: ☐ Cell ☐ Home ☐ Other	Primary Ph#: ☐ Cell ☐ Home ☐ Other
Alternate Ph#:	Alternate Ph#:	Alternate Ph#:
City, State	City, State	City, State

☐ **By signing, I authorize the City of Springfield to use and/or disclose the above information in the case of an emergency, accident or illness that affects me.**

Candidate Signature: _____ **Date:** _____

To be completed by FACILITATOR

Assignment & Department/Duties: _____

Facilitator Name: _____ **Start & End Dates:** _____

Ph Ext.: _____ **Staff Approving Time Card:** _____

Picture: ☐ Taken & Emailed ☐ Needed

Requested Access:
☐ Computer*
☐ Time Card
☐ Email
☐ Notify IT
☐ New Badge
☐ Name Change
☐ Other: _____
☐ Driving: _____

On Line Learning Center System Access Requested (Includes drivers Training Courses if applicable) ☐

***When computer access is granted, volunteers and interns will receive access to the Volunteer Drive and an I:Drive.**

Notes:

- **Facilitator is responsible for ensuring candidate has read and signed the City Policy Acknowledgment page on their first day. Return signed page to Human Resources.**
- **Facilitator must contact Human Resources at the end of service to update personnel records.**
- **Facilitator is also responsible for the return of ID Badges to HR.**

CITY OF SPRINGFIELD, OREGON

DEVELOPMENT AND PUBLIC WORKS

225 FIFTH STREET
SPRINGFIELD, OR 97477
PHONE: 541.726.3753
FAX: 541.726.3689
www.springfield-or.gov

MEMORANDUM

DATE: November 16, 2015

TO: Historic Commission Applicants

FROM: Molly Markarian, Senior Planner

SUBJECT: Historic Commission Application

Thank you for your interest in serving on the Historic Commission! To be considered for the current vacancies on the Commission, the City requests that you fill out the standard application form for citizen boards, as well as a supplemental questionnaire specific to the Historic Commission.

To make completing the two forms easier, please note the following:

1. Please answer all questions on the standard form, as well as the questions on the supplemental form, on additional sheets of paper.
2. Under 'Education' on the standard form, please list the colleges/universities attended, degrees, areas of study, and dates completed.
3. Under 'Occupation' and 'Place of Employment' on the standard form, please also list any prior positions and/or work experience if it was in a field related to historic preservation, if applicable.
4. In answering Question 1 from the standard form, please also include skills you would bring to the Commission.
5. In answering Question 3 from the standard form, please also list your involvement with any local history or historic preservation activities (publications, committee work, etc.), if applicable.

If you would like an electronic copy of the application forms, have any questions regarding completing the application forms, or the Historic Commission in general, feel free to contact Molly Markarian at mmarkarian@springfield-or.gov or at 541.726.4611.

Supplemental Commission Application Questions

HISTORIC COMMISSION

1. If you do not live within the Springfield city limits, do you live within the Eugene/Springfield Metropolitan Area General Plan boundaries?

2. Please refer to the attached list of professional qualifications. Which category best describes you, if applicable? (Not having the qualifications associated with a field related to historic preservation will not necessarily disqualify you from consideration.)

3. Why do you think historic preservation is important for a city like Springfield?

4. What do you think the purpose of the Historic Commission is in Springfield?

5. How would you address a situation in which a citizen's development or restoration plans are in conflict with the City's historic preservation policies and regulations?

6. How can the Historic Commission foster citizen awareness of historic preservation?

7. Interested applicants are encouraged to attend a Springfield Historic Commission meeting. Did you attend a meeting and if so, what were your impressions of the meeting?

Archaeologist
(a) Prehistoric Archaeology - Graduate degree in Anthropology or Prehistoric Archaeology, plus 2.5 years full-time professional experience; or (b) Historic Archaeology - Graduate degree in Anthropology or Historic Archaeology, plus 2.5 years full-time professional experience.

Architect, Historic
(a) State Government-recognized license to practice Architecture plus 2 years full-time professional experience; or (b) a Masters of Architecture degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Architecture with one year of graduate study in Historic Preservation or a closely related field plus 2 years full-time professional experience.

Architectural Historian
(a) Graduate degree in Architectural History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Architectural History or a closely related field, plus 4 years full-time professional experience.

Conservationist
(a) Graduate degree in Conservation or a closely related field, plus 3 years full-time professional experience; or (b)an undergraduate degree in Conservation or a closely related field, plus 3 years full-time apprenticeship in the field.

Cultural Anthropologist
(a) Graduate degree in Anthropology with specialization in Applied Cultural Anthropology, plus 2 years full-time professional experience; or (b) an undergraduate degree in anthropology with specialization in applied cultural anthropology, plus 4 years full-time professional experience.

Curator
(a) Graduate degree in Museum Studies or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Museum Studies or a closely related field, plus 4 years full-time professional experience.

Engineer
(a) State Government-recognized license to practice Civil or Structural Engineering plus 2 years full-time professional experience; or (b) a Masters of Civil Engineering degree with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a Bachelor's of Civil Engineering degree with one year of graduate study in Historic Preservation or a closely related field, plus 2 years full-time professional experience.

Folklorist
(a) Graduate degree in Folklore or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Folklore or a closely related field, plus 4 years full-time professional experience.

Historic Preservation Planner
(a) State Government-recognized certification or license in Land-Use Planning, plus 2 years full-time professional experience; or (b) a graduate degree in Planning with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) an undergraduate degree in Planning with course work in Historic Preservation or a closely related field, plus 4 years full-time professional experience.

Historic Preservationist
(a) Graduate degree in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in Historic Preservation or a closely related field, plus 4 years full-time professional experience.

Historian
(a) Graduate degree in History or a closely related field, plus 2 years full-time professional experience; or (b) an undergraduate degree in History or a closely related field, plus 4 years full-time professional experience.

Landscape Architect, Historic
(a) State Government-recognized license to practice Landscape Architecture plus 2 years full-time professional experience; or (b) a Masters degree in Landscape Architecture with course work in Historic Preservation or a closely related field, plus 2 years full-time professional experience; or (c) a four or five year Bachelor's degree in Landscape Architecture plus 3 years full-time professional experience.