

Historic Preservation Specialist
GG-0301-11/12

The position is located in the Office of Federal Agency Programs at the Advisory Council on Historic Preservation (ACHP). The ACHP is an independent agency of the executive branch of the Federal government whose mission to promote the preservation, enhancement, and productive use of our Nation's historic resources, and advise the President and Congress on national historic preservation policy. The incumbent performs duties in support of the ACHP's goals and objectives as mandated by the National Historic Preservation Act (NHPA) of 1966, as amended. The incumbent is responsible for coordinating project reviews and assisting Federal agencies to improve their compliance with Sections 106, 110, and 111 of the NHPA.

Duties

The primary duty of the incumbent is to conduct reviews of Federal, Federally assisted, and Federally licensed projects under Section 106 of NHPA and the ACHP's implementing regulations, "Protection of Historic Properties" (36 CFR Part 800). The incumbent analyzes supporting project documentation to identify information needed to facilitate the ACHP's review and negotiates with Federal, State, tribal, and local officials, as well as private sector recipients of Federal assistance and licenses and representatives of special interest groups to reach binding agreements addressing effects on historic properties and monitors agency implementation of agreed upon outcomes, negotiates changes where necessary, and conducts post-agreement reviews.

The incumbent will also be responsible for the following tasks as they relate to Section 106 reviews: (1) participating in public meetings on project proposals, often involving diverse stakeholders interested in the outcome of complex and controversial cases; (2) utilizing alternate dispute resolution techniques to mediate conflicts and to seek outcomes that balance project needs and preservation values; (3) investigating Federal project activities to determine whether the requirements of Federal preservation laws are being met; and, (4) participating in on-site meetings to assess historic properties and to explore alternatives that would avoid, minimize, or mitigate adverse effects on historic properties.

To facilitate successful outcomes, the incumbent will develop and maintain working relationships with stakeholders in the Section 106 process, including Federal agencies, State Historic Preservation Offices, Tribal Historic Preservation Offices, Indian tribes and Native Hawaiian organizations, representatives of local governments, applicants for Federal assistance, permits, licenses, and other approvals, other affected stakeholders, and the public. The incumbent is also responsible for developing a working knowledge of Federal agency programs, evaluating historic preservation management policies and procedures to assess how historic preservation should be integrated into the agency's operations and organizational structure, developing recommendations to improve the effectiveness and consistency of Federal programs with policies of the NHPA, and

identifying other opportunities to better integrate Section 106 with other regulatory reviews.

Other duties include: (1) negotiating agreement documents on behalf of the ACHP to formalize agreed-upon practices and procedures that improve the effectiveness of Section 106 reviews and informing agencies about ACHP policies that can be implemented within the agency; (2) identifying systemic problems with agency historic preservation programs and identifying solutions.

The incumbent assists in the development of ACHP policy and guidance, and monitor, analyze and evaluate proposed legislation, Federal regulations, and guidelines impacting historic preservation projects. The incumbent develops briefing materials for ACHP managers and agencies assessing the impact of the above on the ACHP's regulations and the NHPA.

The incumbent assists agencies with the development of Federal agency alternative procedures to implement Section 106 in a manner that is consistent with the ACHP's regulations, and ensures that such alternatives are communicated to stakeholders in a timely and effective manner. The incumbent provides technical advice and assistance to other Federal and state agencies and the public in the interpretation and application and requirements of Section 106, 110, and 111 of the NHPA, and on crosscutting preservation issues affecting Section 106 stakeholders.

The incumbent will participate in the delivery of introductory-level training on the "Section 106 Essentials" to educate and inform Federal, State and local officials, Indian tribes, preservation professionals and the general public, and will assist Federal agencies in developing and implementing agency specific historic preservation training and materials.

The incumbent will prepare written responses to inquiries regarding the status of Federal project activities, and will brief ACHP management regarding the coordination of complex and controversial projects.

Knowledge Required by the Position

Knowledge of Section 106, 110 and 111 of the NHPA and of other related Federal laws and regulations, Executive orders, and environmental legislation that involve historic preservation.

Working knowledge of interagency coordination, intergovernmental relations and public participation principles and techniques to balance competing interests and personalities in complex negotiations involved in the execution of agreements.

Working knowledge of the criteria for National Register eligibility of historic properties, and identifying historic preservation issues related to specific projects and program activities that should be resolved through the negotiation of legally binding agreements.

Ability to review and/or assist in the development of the internal procedures used by Federal agencies involved in Section 106 undertakings to ensure that internal procedures provide for the efficient and timely identification and consideration of historic properties and that stakeholders have access to the consultation process.

Familiar with management principles regarding the preservation and maintenance of various types of historic properties that may be affected by undertakings subject to Section 106 review.

Demonstrated negotiating skills and experience interacting effectively with a broad range of individuals, including high-level officials having varying degrees of knowledge regarding historic preservation.

Ability to use diplomacy, excellent judgment, and persuasive communications skills to influence a decision, action, or approach, including sensitivity in working with public officials who often have viewpoints conditioned by the need to solve problems quickly.

Ability to prepare well-written, concise documentation that conveys technical information in a manner understood by diverse stakeholders.

Supervisory Controls

Under the direct supervision of the Assistant Director, OFAP, and the oversight of the Director, OFAP, the incumbent exercises independent judgment in the interpretation and application of the ACHP's regulations and policies in review of Federal projects and programs, and speaks on behalf of the ACHP throughout such reviews. The incumbent's agreement to a course of action arrived at through negotiation commits the ACHP to that course, subject to review of documents embodying such agreement by the Assistant Director or Director, OFAP, and final execution by the Executive Director or Chairman following review for legal sufficiency.

Guidelines

The incumbent works using formal standards contained in Section 106, 110 and 111 of the NHPA, implementing regulations and guidance, historic preservation case law, and the opinions of the general counsel. Within this frame of reference, activities are largely determined by the incumbent's professional experience and understanding of how best to represent the Council's interests.

Complexity

Section 106 reviews often involves multiple historic properties of different types, subject to a variety of direct and indirect effects by one or more Federal undertakings, and a diverse group of stakeholders with whom the incumbent must interact. Many such cases involve politically, economically, and socially sensitive issues. Projects include multi-

million dollar public works projects, management of large Federal land holdings, and major public-private urban development proposals as well as small-scale residential and commercial projects. Staff work may support the Executive Director's/Chairman's obligation to advise the President and the Congress on historic preservation matters.

Scope and Effect

The incumbent's work may commit the Council, and results in commitments by other Federal agencies, State agencies, local governments and private parties to a particular course of action regarding the identification, management and protection of historic properties. Accordingly, the incumbent's work directly affects (1) the preservation or loss of historic properties; (2) the scheduling, design, costs, and, in some cases, feasibility of specific public and private development plans; (3) public land use policies at the Federal, State, and local level; and (4) the vulnerability of Federal agencies to litigation. The incumbent conducts reviews of Federal agency programs and assists them in developing appropriate tools that result in the improvement and effectiveness of their programs with the policies of the NHPA.

Personal Contacts

Contacts outside the agency are designed to identify and resolve disputes between project proposals and historic preservation values, to effect better planning for historic and archeological resources by the Federal government and to provide the public with full and fair access to all levels of negotiations conducted by the ACHP. As the ACHP's representative, the incumbent is frequently required to serve as an impartial mediator in resolving highly complex problems, involving the allocation of public funds and disagreements between stakeholders wishing to protect historic properties and project proposals that threaten such properties.

Physical Demands

Work is normally sedentary, but it does require occasional travel when long working days and physical stamina may be necessary. Infrequently, the incumbent is required to examine historic properties where rough terrain may require travel by alternate modes of transportation or on foot.

Work Environment

The work environment is typical of such places as offices, meeting rooms, etc. In conjunction with travel to on-site meetings, the work environment may require extensive time outdoors walking to project sites and navigating natural terrains or climbing to access historic properties.

Promotion Potential

GG-12. As the incumbent demonstrates an ability to work increasingly independently, without the need for extensive oversight by the Assistant Director and Director, OFAP, and with minimal review of correspondence and agreement documents, the incumbent will be considered eligible for promotion to Grade 12.

September 12, 2005