



POSITION DESCRIPTION

NATIVE AMERICAN PROGRAM ASSISTANT [GG-9/11]

Advisory Council on Historic Preservation
Executive Office

This position is located in the Native American Program of the Advisory Council on Historic Preservation (ACHP), Washington, D.C. This position involves program implementation related to the responsibilities of the ACHP under the National Historic Preservation Act, as amended [NHPA (16 U.S.C. Section 470)]. The ACHP is an independent Federal agency established under Title II of the Act.

Major Duties

The incumbent assists the Native American Program Coordinator and Specialist in addressing issues related to ACHP activities and Federal programs affecting Indian tribes, Native Hawaiians, and other Native Americans.

Responsibilities include:

- a. management of the Native American Program's (NAP) databases and other communication outlets;
- b. conducting research to assist NAP in developing policy, program and project review recommendations;
- c. assisting NAP in preparing training and outreach materials and providing logistical support;
- d. providing staff support to the ACHP Native American Advisory Group including producing meeting notes, assembling background information, and basic coordination activities; and,

The incumbent also assists the Coordinator in following up on recommendations, ongoing communication, and subsequent dissemination of information concerning ACHP activities to appropriate Indian tribes, Native Hawaiian organizations, other Native Americans, intertribal organizations, State Historic Preservation Offices, and ACHP staff.

The incumbent assists in the production of reports, guidance, and other documents for the ACHP regarding Native American issues.

Knowledge Required by the Incumbent:

The incumbent has knowledge of the NHPA and other Federal laws and regulations, Executive Orders, and environmental laws impacting Native American issues. The incumbent has broad knowledge of national historic preservation programs and the roles of the Federal, Indian tribal, Native Hawaiian, Native American, state, and local governments, private organizations and the public in the overall program.

The incumbent can demonstrate work experience in addressing cultural resource issues of Indian tribes or Native Hawaiians with at least one year or the equivalent of one year of professional experience in, and knowledge of, Native American historic preservation/cultural resource management issues.

The incumbent possesses strong communication skills, is a conscientious and enthusiastic team player, and is able to work independently, with strong interpersonal, organizational, project management, and problem-solving skills.

The incumbent has demonstrated skill in using software such as Word, WordPerfect, Access, PowerPoint, and other programs that can be used to facilitate and manage data and communications.

Supervisory controls:

The incumbent works under the direct supervision of the Native American Program Coordinator, who assigns work in terms of overall responsibility for specific areas. The incumbent works under general administrative supervision in carrying out responsibilities, including independently planning, coordinating, and executing work efforts in this regard. Completed work is reviewed for overall effectiveness in accomplishing goals and objectives.

Guidelines:

Guidelines include relevant portions of NHPA, ACHP regulations and directives and policies, established ACHP practice and protocols, and relevant Executive orders and other Federal authorities regarding Native Americans.

Complexity:

Responsibilities of the incumbent are diverse, requiring professional maturity, excellent communication skills, and a high level of ability in personal interaction. The incumbent must possess knowledge of, sensitivity to, and experience with Native American cultural traditions, customs, and protocols.

Responsibilities include managing the Native American Program's communication outlets and development and production of reports and other work products for the ACHP and its partners.

The incumbent must have a basic understanding of the national preservation program, the NHPA, ACHP, and Indian tribes, and Native Hawaiian organizations, and have the ability to balance the diverse mandates and interests. The incumbent must assimilate all pertinent perspectives on a wide and complex range of preservation issues, synthesize relevant information, and communicate ACHP policy and mission to others.

Scope and Effect:

The incumbent is expected to convey to various preservation partners an accurate sense of ACHP preservation policy and direction. Success of activities affects the ACHP's relationship with its partners, especially Indian tribes and Native Hawaiian organizations.

Personal contacts:

Outside contacts are with Government officials (professional staff), tribal leaders, Tribal Historic Preservation Officers, representatives of Indian tribes, Native Hawaiian organizations, and other Native Americans, leading preservation professionals, and members of the public to carry out the responsibilities of the position.

Purpose of contacts:

Contacts are to carry out ACHP Native American programs and activities; to establish and maintain effective working relationships with Native Americans and to inform Government officials and others of the ACHP's programs. The incumbent may also travel to Indian reservations and must be aware of tribal customs.

Physical demands:

Work is normally sedentary, but it may require travel and some long working days or weekends, and physical stamina may be necessary. Work related travel may expose the incumbent to the normal hazards of commercial transportation, urban and rural environments, or extreme weather conditions, but not to the extent that they would be dangerous.

Work environment:

The work environment is typical of such places as the office and conference rooms but may require field trips.

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