Vacancy Announcement
Native American Program Assistant

Closing Date: 15 November 2007

Contact Information: Valerie Hauser
Native American Program Coordinator
Advisory Council on Historic Preservation
1100 Pennsylvania Avenue NW
Room 803
Washington DC 20004-2501

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Job Summary

The Advisory Council on Historic Preservation (ACHP) is an independent Federal agency that provides a public forum to influence Federal policy, programs, and activities that affect historic resources nationwide. The ACHP promotes the preservation, enhancement, and productive use of our nation's historic resources, and advises the President and Congress on national historic preservation policy. The ACHP was established by the National Historic Preservation Act (NHPA), which entrusts to the ACHP the unique mission of advancing historic preservation within the Federal government and the national historic preservation program. The ACHP has a full time staff of 35 with an operating budget of $4,828,000 for fiscal year 2007.

Under the direct supervision of the Native American Program Coordinator, the Native American Program Assistant assists the Coordinator and a Native American Specialist in addressing issues related to ACHP activities and Federal programs affecting Indian tribes, Native Hawaiians, and other Native Americans. The Assistant assists in maintaining direct and timely communication with Indian tribes and Native Hawaiian organizations.

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; and,

d. providing staff support to the ACHP Native American Advisory Group including producing meeting notes, assembling background information, and basic coordination activities.

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.

Who May Be Considered: All U.S. citizens

Pay Plan: GG (Excepted Service) **Series**: 0301 **Grade**: 9

Full Performance Level: 11

Salary Range: $46,041 to $59,852

Appointment Duration: Permanent **Work Schedule**: Full Time

Duty Location: Advisory Council on Historic Preservation
1100 Pennsylvania Avenue NW, Room 809
Washington DC 20004-2501

Qualifications: In order to qualify for this position, candidates must have one year of specialized experience equivalent to a GS-8 in the Federal service which has provided the candidate with the particular knowledge, skills, and abilities necessary to perform at the GS-9 level.

Education Requirement: A degree from a college or university, or a certificate from an advanced training program, in archeology, history, cultural resources management, urban planning, historic preservation, or other closely related field is desirable, though not mandatory.

How Your Application Will Be Evaluated: The following set of knowledge, skills, and abilities have been identified as being important to the performance of this position. Along with your resume, please submit a narrative statement addressing your experience, knowledge, and ability with the following factors bulleted below. Include in your write-up such things as various work experiences that gave you the specific knowledge, skill, or ability, and objectives of your work, and evidence of your success (such as accomplishments, awards received, etc.)

1. Knowledge of, and skill in applying, NHPA and other Federal laws and regulations, Executive Orders, and environmental laws impacting Native Americans.

2. Knowledge of social and governmental structures and cultural practices of Indian tribes or of Native Hawaiian social and organizational structures and cultural practices and skill in working with diverse cultures.

3. Knowledge of, and the ability to address cultural resource issues of Indian tribes and Native Hawaiians.

4. Skills in written and oral communications.

5. Skill in the use of software such as Word, WordPerfect, Access, and PowerPoint and other programs that can be used to facilitate and manage data and communications.

Benefits

As an employee of the ACHP you will be entitled to a wide array of benefits. The Federal Employees Health Benefits program has many plans to choose from all at reasonable rates that can be paid from pre-tax income. The Federal Employee Retirement System is one of the premier retirement programs in the nation and features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents.

The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, Family Friendly Leave, Family Medical Leave; and 10 paid holidays per year. Employee Assistance Programs provide confidential counseling and referral services to employees and their families members at no cost as well as periodic seminars on behavioral health issues.

You may also entitled to career development and enrichment training, including tuition reimbursement. As an employee of the ACHP you will enjoy additional benefits such as the Transportation Subsidy program (MetroChecks, vanpool, commuter vehicle, etc.), a direct subsidy to qualifying employees; and family friendly policies such as alternative work schedules and telecommuting.

Other Information: It is desirable, but not mandatory, for candidates to have knowledge of Federal policy and program issues affecting Indian tribes and Native Hawaiian organizations.

How To Apply: Please mail your resume with supporting portfolio and cover letter to:

Valerie Hauser
Advisory Council on Historic Preservation, Room 803
1100 Pennslyvania Avenue, NW
Room 803
Washington, DC 20004

For additional information about the Advisory Council on Historic Preservation see:
www.achp.gov and our reltated site, www.PreserveAmerica.gov

The Advisory Council on Historic Preservation is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or any other non-merit factors.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

What To Expect Next

Formal interviews will be conducted following the closing date of this announcement.