

POSITION DESCRIPTION

PROGRAM ANALYST AND U.S. GENERAL SERVICES ADMINISTRATION LIAISON [AD-0301-13]

Advisory Council on Historic Preservation Office of Federal Agency Programs

A. Introduction

This position is located in the Office of Federal Agency Programs (OFAP), Advisory Council on Historic Preservation (ACHP), Washington, D.C. The ACHP is an independent agency established under Title II of the National Historic Preservation Act of 1966, as amended [NHPA (16 U.S.C. Section 470)] with a major role in the protection of the Nation's historic and archaeological resources. The position entails a special assignment in cultural resource management program development and implementation related to the responsibilities of the ACHP under the National Historic Preservation Act.

B. Duties

1. Liaison Duties

The incumbent serves as the primary ACHP staff liaison with the U.S. General Services Administration (GSA) under the general supervision of the Assistant Director for the Federal Property Management Section, Office of Federal Agency Programs.

Liaison responsibilities with GSA include exercise of independent judgment in identifying and recommending critical cultural resource management strategies for consideration and issues for resolution by the ACHP and GSA; serving as the principal point of contact for expediting GSA project reviews under Section 106 of the National Historic Preservation Act, ensuring that identified initiatives are addressed in a timely manner; coordinating all joint efforts with GSA, as well as appropriate staff throughout the ACHP; and developing recommendations on ACHP/GSA priority initiatives.

Serves as primary policy coordinator for cultural resource management initiatives (such as development of agency programmatic approaches and agreements to Section 106 compliance) developed in conjunction with the GSA Federal Preservation Officer, exercising independent judgment to ensure that activities or recommendations are consistent with existing ACHP policy and operating procedures.

Serves as principal staff in the review of GSA projects under Section 106, coordinating with appropriate GSA regional offices in such review; coordinates with involved state/tribal historic preservation officers and the public; attends critical project meetings between GSA regional staff and tenant agencies; and notifies the Assistant Director when involvement by the Assistant Director or other senior ACHP is needed in handling a cases to avoid any appearance of conflict of interest.

Upon request, assists GSA in planning public meetings and drafting Section 106 memoranda of agreement, other compliance documents, and template compliance documents.

Works closely with the Assistant Director, other senior ACHP staff, and senior GSA staff to ensure that ACHP/GSA initiatives and cooperative activities are responsive to identified program needs and accurately reflect staff experience and opinion regarding Federal historic and cultural resource management issues.

Upon request and as needed, attends and participates in GSA meetings and conferences and conducts GSA briefings and workshops as official ACHP staff representative. Assumes responsibility for follow-up on recommendations, ongoing communication, and subsequent dissemination of information.

Upon request and as needed, develops training and outreach programs, tailored to GSA, for GSA regions and client agencies. Upon request, develops educational materials and tools to assist the GSA in complying with Sections 106, 110, and 111 of the National Historic Preservation Act and Executive Orders 13006 and 13287.

Initiates measures to ensure a consistent, meaningful exchange of information between GSA and ACHP and recommends joint programs. Upon request and as time permits, works with GSA and ACHP management to ensure accurate representation of ACHP policy, regulatory interpretation, and program direction to senior GSA staff.

Acts as the primary ACHP staff coordinator and contact for identification and recommendation of cultural resource management issues for joint resolution by GSA and the ACHP.

Recommends to Office of the Director policies and objectives to guide ACHP cooperation with GSA, and coordinates activities of mutual interest with appropriate GSA and ACHP staff.

2. Special Projects and Initiatives Coordination Duties

Oversees and participates in, in collaboration with the Director, Office of Preservation Initiatives, special activities and initiatives agreed upon by GSA that further ACHP/GSA goals and objectives.

Upon request by GSA, serves as official ACHP representative on special panels, study groups, task forces, and public forums relating to GSA cultural resource management programs, including interagency and inter-organizational groups comprised of senior officials and national preservation leaders. Serves as primary ACHP contact for these initiatives, assuming responsibility for analysis and resolution of identified issues in a manner that advances important ACHP policies and goals.

3. General

Provides expert technical advice and assistance in the interpretation and application of NHPA and related laws, regulations, procedures, and guidelines to GSA and to SHPOs, Indian tribes, preservation organizations, and the general public affected by GSA cultural resource management programs. Replies to inquiries to the ACHP from Congress, the general public, and other parties on GSA/ACHP special projects, initiatives, or cooperative activities.

C. Evaluation Factors

1. Knowledge required by the Position

Demonstrated working knowledge of and applied field experience in one of the following disciplines: archeology, history, architectural history, cultural resources management, planning, environmental studies, and historic preservation. Comprehensive professional knowledge of the NHPA and of other Federal laws and regulations, Executive Orders, and environmental laws that influence Federal historic preservation matters.

Broad knowledge of national historic preservation programs and the roles, rights and responsibilities of the Federal, tribal, state, and local governments, private land owners, agency advisory boards, private organizations and the public. Knowledge of the full range of GSA policies, procedures, regulations, and programs. Experience in resolving conflicts between GSA policies, procedures, regulations and programs and projects and Federal historic preservation requirements. Demonstrated experience in identifying and resolving conflicts between Federal agency policies and NHPA requirements. Demonstrated ability in analyzing and conveying ACHP policy and practice to Federal program managers, tribal, state, and local governments, and the public.

Demonstrated professional working knowledge of interagency coordination, intergovernmental relations and public participation principles and techniques to enable precise analysis and assessment of ACHP/GSA policy direction. Demonstrated ability in working with complex client and professional networks and making concrete recommendations in a timely manner regarding updating, revision of or formulation of new technical procedures and policies. Substantial practical experience and familiarity with management principles relevant to the many kinds of historic properties that may come under the ACHP's purview as defined by NHPA.

2. Supervisory controls

Works under the direct supervision of the Assistant Director, Federal Property Management Section, Office of Federal Agency Programs, who provides work Assignments in terms of broad guidelines and program objectives. Incumbent accomplishes activities on own initiative, exercising independent judgment in the analysis and solution of complex problems and attainment of program goals. When administering special projects for the ACHP, the incumbent is delegated responsibility to plan, schedule and implement projects and to ensure overall accomplishment of work plan goals and objectives, consistent with upon work plans developed with GSA and operating procedures. Consults with the Assistant Director regarding major decisions with policy ramifications or in the course of handling difficult and controversial GSA cases to determine the need for the Assistant Director's involvement. Decisions are reviewed by the Director, Office of Federal Agency Programs for potential influence on broad agency policy and submitted to the Executive Director for adoption. Performance is evaluated in terms of program accomplishments, resourcefulness in solving technical and resource problems, and effectiveness in working with key officials in the GSA.

3. Guidelines

Work is in accordance with general ACHP policy statements, regulations, and laws including the NHPA, its regulations, technical criteria, and policy manuals; Federal, state, and local laws and technical criteria,

including the basic statutory authorities of the ACHP and GSA and program technical guidance. Interprets policies, regulations, etc., exercising considerable judgment and ingenuity in interpreting and adapting existing guides and in developing new and improved methods and approaches, or concepts not previously used in the field. The incumbent has advanced skills in the development of guidance to interpret the ACHP regulations, agency policy and crosscutting programmatic issues, and uses his/her experience and knowledge to determine how best to represent the interest of the ACHP and historic preservation values. As a recognized authority in historic preservation matters, upon request participates in the development of publications and reference materials, technical manuals, state-of-the art technical concepts, and other standards used by GSA in meeting its Section 106 responsibilities.

4. Complexity

Responsibilities of the incumbent are complex and diverse, requiring professional maturity, superior decision making capabilities, sound judgment, excellent negotiating skills, solid communication skills, and a high level of effectiveness in interpersonal interaction. Assignments may require the review of projects at numerous locations, containing a variety of complex features under diverse cultural and environmental conditions. Responsibilities include establishing program objectives and priorities, planning and implementation of program development initiatives, and development and production of reports and other work products for the GSA and the ACHP.

The incumbent must have an understanding of the structure, personnel, policies, and procedures of the ACHP and GSA, and have the ability to distinguish and balance their diverse mandates and missions. The incumbent must assimilate all pertinent perspectives on a wide and complex range of preservation issues, synthesize relevant information, and formulate a plan of action to address the issue in relation to ACHP policy and mission.

5. Scope and Effect

Liaison. Purpose of the work is to provide expert direction, guidance, and advice in the planning and initiation of NHPA compliance within the delivery context of a full range of GSA programs. The incumbent exercises a high degree of independence to speak on behalf of the ACHP and convey to various preservation partners an accurate sense of ACHP preservation policy, attitude, and direction. Liaison activities affect (1) what cultural resource management issues will be addressed cooperatively by GSA and the ACHP, and (2) selection of issues and development of strategies critical to successful implementation of NHPA for GSA. Success of activities significantly affects the work of other Federal, tribal state, local, congressional, public, and contributes substantially to the ACHP's ability to fulfill its statutory mandates.

Special Projects and Initiatives. The incumbent's actions may directly affect (1) the manner in which GSA fulfills the mandates of NHPA; (2) GSA systems to improve implementation of agency and departmental preservation policy consistent with NHPA; and (3) formulation of ACHP and GSA positions on policy matters.

6. Personal contacts

Contacts are with elected officials, government officials (ranging from policy makers and senior management to professional staff and including SHPOs), tribal representatives, representatives of other

organizations and institutions, leading preservation professionals, outside contractors, private property owners and other members of the public to carry out the responsibilities of the position.

7. Purpose of contacts

Contacts are to assist, plan, and develop ACHP/GSA cultural resource management programs and activities; to establish and maintain effective working relationships with GSA staff, policy makers and practitioners; to review or coordinate the activities of ACHP staff who may be providing specialized preservation services; to advise government officials or others in developing or presenting their own preservation programs or materials; to inform government officials and others of the ACHP's programs; and to advise agency personnel in developing effective preservation materials or improving policies and procedures.

8. Physical demands

Work is normally sedentary, but it does require occasional travel and 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, remote rural environment, or extreme weather conditions, but not to the extent that they would be dangerous.

9. Work environment

The work environment is typical of such places as the office, conference rooms, and infrequent travel.

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