



Preserving America's Heritage

POSITION DESCRIPTION
ASSISTANT DIRECTOR, OFFICE OF FEDERAL AGENCY PROGRAMS
GG-0340-14

Introduction

This position is located in the Office of Federal Agency Programs at the Advisory Council on Historic Preservation (ACHP). The ACHP is an independent Federal agency in the executive branch established under Title II of the National Historic Preservation Act of 1966, as amended [NHPA (16 U.S.C. Section 470)]. The ACHP's mission is 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 Assistant Director has direct line authority over professional staff responsible for consulting with federal agencies to improve their historic preservation programs and to ensure that diverse stakeholders fully participate in the review of federal undertakings under Section 106 of the NHPA. In addition, the Assistant Director ensures that policy, program, and compliance issues are identified and addressed in a manner that allows agencies to meet the broad goals established for them under the NHPA.

Duties

- ❑ The incumbent assigns to and reviews work of staff assigned to his/her unit, providing training to and working effectively with subordinates from a variety of backgrounds and with different levels of training and expertise. Specifically, the incumbent is responsible for ensuring that the work assigned to her/his unit is carried out in a timely and professional manner by subordinate staff. The incumbent may be responsible for handling complex, controversial Section 106 case reviews when circumstances warrant.
- ❑ The incumbent assists professional staff in the management of complex or controversial projects assigned to them to ensure that the requirements of Section 106 are fully met, including review of pertinent background information, agreement preparation, public involvement, and preparation of briefing materials for management and ACHP members.
- ❑ The incumbent oversees or assists OFAP staff in developing program alternatives which improve federal agencies' coordination of Section 106 reviews in accordance with 36 CFR Section 800.14. The incumbent monitors agency performance under such program alternatives once approved and reports on the effectiveness of these arrangements.
- ❑ The incumbent directly consults with federal agencies and other stakeholders to develop programmatic, policy, and procedural improvements that assist an agency in complying with the

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- ❑ The incumbent assists the Director in evaluating and working with state and tribal historic preservation programs to help improve their overall participation in the Section 106 process and developing outreach to these stakeholders to help them overcome obstacles to effective utilization of the Section 106 review of federal undertakings.
- ❑ The incumbent is responsible for working with the Director, OFAP, to guide federal property managing agencies in meeting reporting requirements to the ACHP under Section 3 of Executive Order 13287, analyzing the reports submitted by agencies, and formulating the ACHP's triennial report to the President called for under the Executive Order on the state of federal historic property stewardship.
- ❑ The incumbent is responsible for identifying, coordinating, and maintaining federal agency partnerships, including interagency cooperative agreements and IPAs, for his or her unit to ensure that Liaisons funded under the partnerships meet work plan goals each fiscal year and meet the performance requirements set forth in the Interagency Agreement.
- ❑ The incumbent understands and furthers ACHP management goals and objectives set forth in the agency's strategic plan and annual work plan as they apply to his/her unit and ensures that work plan items assigned to his/her unit are met. The incumbent establishes program objectives and performance goals for his/her unit, assesses and reports progress towards achievement of same, and makes adjustments to work assignments to ensure that goals and objectives are met. The incumbent analyzes organizational and operational problems within his/her unit and OFAP, develops timely and economical solutions. The incumbent reports major accomplishments and successes in achieving goals and objectives.
- ❑ The incumbent is responsible for assisting the Director with coordinating OFAP Committee activities, including planning for Committee meetings and providing updates on significant ACHP initiatives. The incumbent also may be called upon to assist the Director with the work of special committees or task forces established by the Council to address specific issues.
- ❑ The incumbent is responsible for acting for the Director and overseeing the management and operation of the OFAP during the Director's absence from the office.
- ❑ The incumbent assists the Director in coordinating OFAP participation in special projects and initiatives under the auspices of the Executive Director and other offices within the ACHP.
- ❑ The incumbent represents, or collaborates with OFAP staff who represent the ACHP on interagency workgroups, task forces, or professional groups convened to address policy, program, and legislative matters which involve historic preservation issues.
- ❑ The incumbent coordinates development and delivery of specialized and advanced training when requested by federal agencies and industry.

Supervisory Controls

The incumbent reports to the Director, OFAP. The incumbent has the authority to exercise independent judgment in the interpretation and application of the ACHP's regulations and policies and to speak on behalf of the ACHP in executing the functions and responsibilities under interagency agreements. When administering special projects, the incumbent is delegated responsibility to plan, schedule, and implement program activities to ensure that the overall accomplishments of the work plan goals and objectives are

consistent with the ACHP's strategic plan and operating procedures. The incumbent consults with the Director, OFAP regarding major decisions with policy ramifications not addressed in established guidance and that emerge from the management of complex or precedent-setting projects handled by professional staff in his or her unit.

With rare exception, the incumbent's analyses, evaluations, and recommendations or agreement to a course of action arrived at through negotiations with federal agencies effectively commits the ACHP to that course of action. Decisions are reviewed by the Director, OFAP for potential influence on overall agency policy and submitted to the Executive Director for adoption. Interagency agreements, contracts, and other partnership agreements are subject to final review and approval by the Executive Director and/or the ACHP's Chairman, as appropriate.

Guidelines

The incumbent works within formal or specific standards contained in relevant portions of the NHPA, executive orders, agency regulations and directives, guidelines of program partners, and established ACHP practices. General familiarity with government contracting and procurement practices and their application is required to monitor interagency agreements. The incumbent has advanced skills in the development of guidance to interpret the ACHP's regulations, agency policy, and crosscutting programmatic issues. The incumbent uses his/her professional experience and knowledge to determine how to best represent the interest of the ACHP and historic preservation values when collaborating with federal agencies and other stakeholders.

Complexity

The incumbent provides expert technical advice and assistance in the interpretation and application of NHPA and related laws, regulations, procedures, and guidelines to federal agencies, preservation organizations, and the general public affected by federal, State, and local government undertakings involving historic properties. He/she responds to verbal and written inquiries and prepares reports and other documents related to the ACHP's Federal program initiatives.

Section 106 reviews often involve 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. Work may support the Executive Director's/Chairman's obligation to advise the President and the Congress on historic preservation matters.

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

Scope and Effect

The incumbent's work may essentially 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 may conduct 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

The incumbent is responsible for supervising the work and work products of a diverse group of employees from a variety of backgrounds with different levels of expertise and experience. Within the ACHP, the incumbent serves as the manager of a team of employees and will represent their needs to management.

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 may be 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. The incumbent must demonstrate diplomacy, excellent judgment, and sensitivity in working with public officials who often have viewpoints conditioned by the need to solve problems quickly.

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.

December 31, 2008