

**Position Description**  
**Native American Program Assistant**  
**GG-0301-9**

This position is for a Native American Program Assistant to be located in the Native American Program at the Advisory Council on Historic Preservation (ACHP) in Washington, D.C. The ACHP is an independent agency of the executive branch of the Federal government whose 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 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.

**Major Duties**

The incumbent is responsible for assisting the Native American Program Coordinator and the Native American Program Specialist in addressing issues related to ACHP and Native American Program activities as well as federal programs affecting Indian tribes, Native Hawaiian organizations, and other Native Americans.

Responsibilities include:

- a. conducting research to assist the Coordinator and Specialist in developing policy, program and project review recommendations;
- b. assisting the Coordinator and Specialist in developing and preparing training and outreach materials and, where necessary, providing logistical support;
- c. management of the Native American Program's (NAP) databases and other communication tools;
- d. providing staff support to the ACHP Native American Advisory Group including producing meeting notes, assembling background information, and basic coordination activities;
- e. assisting the Coordinator and Specialist 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; and,
- f. providing assistance with the production of reports, guidance, and other documents for the ACHP regarding Native American issues.

**Knowledge Required by the Position**

Demonstrated ability in applying Sections 106 and 110 of the NHPA and other federal laws, regulations and executive orders that involve tribal or Native Hawaiian historic preservation issues.

Demonstrated 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 Native American historic preservation/cultural resource management issues.

Strong verbal and written communication skills with the ability to use diplomacy and excellent judgment.

Ability to work as a team as well as independently, with strong interpersonal, organizational, project management, and problem-solving skills.

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**

Section 106 reviews that involve issues of concern to Indian tribes or Native Hawaiian organizations are often complex and sensitive. The issues often involve other stakeholders and many cases involve politically and economically sensitive issues as well. Policy and program initiatives often involve equally sensitive issues on a much larger and broader scale. Staff work may support the review responsibilities of the Office of Federal Agency Programs or support the Executive Director's or Chairman's obligation to advise the President and Congress on historic Preservation matters.

### **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**

Contacts outside the ACHP are with federal officials, 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. These contacts are to carry out ACHP Native American programs and activities; to establish and maintain effective working relationships with Native Americans and to inform federal 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 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.

**March 31, 2009**