



FEMA

OFFICE OF ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION
PARTNERS IN SHAPING RESILIENT COMMUNITIES



Senior Level Historic Preservation Specialist

APPLICATION PERIOD:	Monday, November 6, 2017 – Monday, November 13, 2017
SERIES & GRADE:	IC-0028-13; Environmental Protection Specialist
POSITION INFORMATION:	CORE
LOCATION:	400 C Street, SW, Washington DC

The Office of Environmental Planning and Historic Preservation (OEHP) is soliciting candidates to apply for a Senior Level Historic Preservation Specialist position within OEHP's Policy Branch.

Description:

This is a GS 13 Senior Level Historic Preservation Specialist Position.

This position serves as the FEMA liaison to the Advisory Council on Historic Preservation (ACHP), an independent Federal agency that 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 liaison will provide dedicated assistance on behalf of the ACHP in support of FEMA's historic preservation compliance requirements, as outlined in Section 106 of the National Historic Preservation Act (NHPA) and executed Statewide Programmatic Agreements establishing FEMA's Section 106 responsibilities, for delivery of FEMA assistance programs in States and Territories affected by Hurricanes Harvey, Irma, Maria and Nate.

This position is being announced under FEMA's Cadre of On-call Response/Recovery Employee (CORE) Program. This is a temporary appointment in the Excepted Service, not to exceed 2 years, with the option to extend based on workload and funding availability.

Key Requirements:

- Expert knowledge of historic preservation laws, implementing regulations, and executive orders and their intent, interpretation and implementation.
- Conversancy with the Robert T. Stafford Disaster Relief and Emergency Assistance Act and its implementing regulations, particularly for delivery of eligible assistance through FEMA's Public Assistance and Hazard Mitigation Grant Programs.
- Significant knowledge and understanding of the principles of historic preservation.
- Overall knowledge of FEMA regional and disaster operations including a fundamental understanding of the principles of the National Disaster Recovery Framework.
- Extensive diplomacy and mediation skills to resolve seemingly intractable disputes.



- Evidence of good writing skills.
- Skill in organizing, managing, and prioritizing multiple demands and projects efficiently, and ability to complete assignments in an accurate and timely manner.
- Ability to complete assigned duties in an independent manner.
- This position requires a Public Trust background investigation.
- You must be a U.S. citizen to be considered for this position.
- In addition to the travel and relocation that may be required by emergency assignments, this position may require occasional non-emergency travel.
- You must be able to obtain and maintain a Government credit card.

Duties:

- Serve as the ACHP liaison for FEMA hurricane response and recovery activities, and the principal point of contact for expediting FEMA's Section 106 review.
- Serve as the ACHP representative for routine adverse effect consultations for FEMA funded undertakings, including participating in Section 106 consultation meetings.
- Assist in negotiating and drafting Section 106 agreements documents (on site at a FEMA joint field office (JFO) or recovery office, as needed).
- Help to identify and develop critical historic preservation strategies and programmatic tools for Section 106 compliance required for complex or multiple FEMA funded undertakings.
- Coordinate with UFR Advisors for 2017 hurricanes to identify and implement UFR efficiencies between FEMA and other Federal agencies for Section 106 review of disaster recovery undertakings.
- Identify and coordinate with relevant local, regional and national historic preservation organizations and interest groups, including assisting FEMA in the identification of consulting parties for specific projects or activities, and development of outreach strategies to ensure participation of consulting parties and public engagement tailored to the unique characteristics of a State and Territory.
- Provide expert technical advice and assistance in the interpretation and application of Section 106 of NHPA and its implementing regulations, the terms of FEMA Statewide PAs, and related laws, regulations, procedures and guidelines to FEMA, State Historic Preservation Officers (SHPOs), Indian tribes, other consulting parties, and the public.
- Develop disaster specific Section 106 protocols and guidance mechanisms.
- Develop and deliver historic preservation compliance training for FEMA management and staff, and as appropriate, State, Tribal, and local officials.



- Coordinate with appropriate ACHP points of contact to ensure relevant disaster specific information are integrated into ACHP materials, including training, webinars, pamphlets, etc.
- Emergency Assignment - Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.
- Perform other duties as assigned.

How to Apply:

- Submit your resume and cover letter to john.ketchum@fema.dhs.gov by 11:59pm, Monday, November 13, 2017.
- Response MUST include a description of relevant knowledge and professional experience that supports the key requirements of the position as listed in this announcement.
- All packages will be reviewed and a selected set of candidates will be interviewed.
- Selection into the position will be the result of both the resume/cover letter review as well as the interview process.