



Preserving America's Heritage

Vacancy Announcement **Director, Office of Federal Agency Programs**

Closing Date: 31 October 2008

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 36 full-time staff operating with a budget of \$5.265 million for fiscal year 2008.

The director of the Office of Federal Agency Programs (OFAP) [director] reports to the executive director of the Advisory Council on Historic Preservation (ACHP) and operates under his general supervision. The director is a critical senior level management position, assisting in the development of policy and providing direction to a major staff unit to enable the ACHP to meet the broad goals established for it under the National Historic Preservation Act. The incumbent manages all activities of the ACHP under Section 106 of the National Historic Preservation Act, works with agencies throughout the federal government to improve how they consider historic properties in their planning and program activities, oversees the ACHP's training activities, and represents the agency in working with tribal, state, and local governments; professional organizations; and the public.

The director plans, executes, and evaluates the effectiveness of OFAP's operation and the incumbent manages a staff of 18-20 individuals, representing the core disciplines in the field of historic preservation. The staff handles all the ACHP's work under Section 106 of the NHPA and related services to all of the key stakeholders involved in Section 106.

Who May Be Considered

Open to all United States citizens.

Pay Plan: GG (Excepted Service); **Grade:** 15

Starting Salary: \$115,317 (or slightly higher after 1/1/2009)

Appointment Duration: permanent

Work Schedule: full time

Duty Location: Advisory Council on Historic Preservation, Old Post Office Building, 1100 Pennsylvania Avenue NW, Room 803, Washington, DC 20004-2501

Major Duties

With general oversight by the executive director, and consistent with strategic plans developed by the ACHP, the director manages all ACHP activities under Section 106 of the NHPA and the ACHP's implementing regulations, "Protection of Historic Properties" (36 CFR Part 800) and handles the work of the ACHP under other requirements, such as Executive Order 13287, "Preserve America." Management oversight is provided directly to two assistant directors, who supervise the two sections of OFAP, the Federal Property Management Section and the Federal Permitting, Licensing and Assistance Section. The director coordinates with the ACHP chairman and council members on high-level policy issues and works closely with the ACHP's Federal Agency Programs Committee and its chairman on establishing priorities and carrying out committee work plans.

Pursuant to the ACHP's regulations and consistent with ACHP policies, the director manages all ACHP review activities related to undertakings funded, assisted, licensed, or permitted by federal agencies that have the potential to adversely affect historic properties included in or eligible for inclusion in the National Register of Historic Places throughout the country. Such activities include the following:

- determining those undertakings that would benefit from direct ACHP involvement in consultation to resolve adverse effects and notifying the involved federal agency within time limits set forth in the regulations;
- assuming an active and effective role in consultation to facilitate an outcome that reconciles historic preservation values with broad public interests;
- keeping the executive director and ACHP membership, as appropriate, fully informed on ACHP involvement in important Section 106 cases;
- utilizing available technology to streamline and facilitate the compliance of federal agencies with the requirements of the ACHP's regulations; and
- ensuring effective management of all related records and files consistent with approved office records management systems.

Working closely with the executive director and the Federal Agency Programs Committee, the director manages and establishes priorities for all program review activities carried out by the ACHP. Such program review activities include the following:

- working with the assistant director, Federal Property Management Section, in guiding federal agencies to meet reporting requirements to the ACHP under Section 3 of Executive Order 13287, analyzing the reports submitted by agencies, and formulating a report to the President called for under the Executive Order on the state of federal historic property stewardship;
- 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 important stakeholders to help them overcome obstacles to effective utilization of the Section 106 review of federal undertakings;

- reviewing and commenting on federal programs, including policies, administrative structures, regulations, and guidelines to evaluate the effectiveness of federal agencies in meeting the purposes of NHPA;
- working with federal agencies to develop effective agency historic preservation programs in accordance with Section 110 of the NHPA; and
- developing program alternatives, consistent with Subpart C of the ACHP's regulations, for the treatment of historic properties at the national, state, regional, or local level that provide for alternate processes to case-specific Section 106 review.

Under the general direction of the executive director, the director supervises two assistant directors who manage a professional staff of 18-20, including program analysts (Grade 13-14), historic preservation specialists and assistant historic preservation specialists (Grade 9-12), and support staff and technicians (Grade 7-11). Professional staff have backgrounds in archaeology, architectural history, history, planning, architecture, anthropology, and related disciplines. Duties include working closely with the assistant directors to:

- establish and oversee the administrative structure of the office including the fair and effective distribution of workload;
- develop and execute performance plans, conduct employee training and encourage staff development;
- meet the objectives of government-wide personnel programs and policies, and ensure equal opportunity for all employees supervised without regard for sex, age, race, national origin, religion, sexual orientation or gender identity; and
- recommend to the executive director on hiring, promotions, awards, and other personnel actions.

The director manages the training activities of the ACHP to include *The Section 106 Essentials* course, the *Section 106 Advanced Seminar*, and other special training developed for federal agencies, ensuring that such courses are well executed by working closely with the Office of Administration on course marketing, developing staff capability to serve as course instructors, and continually updating and improving the quality of ACHP training. As necessary, serves as principal or co-instructor in training courses offered by the ACHP.

The director supports and seeks to expand interagency agreements with other federal agencies that support the work of the ACHP. The incumbent ensures that all agreements are up-to-date and renewed as required, works with assistant directors to coordinate with partnership agencies in the development of annual work plans, ensures the execution of approved work plans, and seeks to enter into agreements with other federal agencies to further partnerships as strategic plans of the ACHP warrant.

The director develops budget proposals and operating programs for all activities and personnel of OFAP, determining overall budget and staffing requirements needed to accomplish the goals and objectives of the program. The incumbent works directly with the executive director to develop annual budget documents and to defend budget proposals in testimony to ACHP members, federal and congressional reviewing bodies.

As requested, the director serves as the acting executive director and during such time ensures that all

duties of that office are carried out effectively. The director establishes and maintains effective working relationships with key national historic preservation organizations, the Congress, the Administration, federal agencies, and other specialized groups interested in ACHP's programs, initiatives, and activities, ensuring appropriate ACHP presence and participation in workshops, conferences, seminars, and other meetings with public and private organizations to stimulate interest and understanding of ACHP activities and historic preservation.

Qualifications

The director possesses knowledge of and experience in working with the relevant federal statutes governing the national preservation program and related environmental requirements. In particular the incumbent must have demonstrated experience and expertise in working with Section 106 of the National Historic Preservation Act and the ACHP's implementing regulations. The ability to work effectively with people in difficult situations, utilizing the principles of dispute resolution and mediation is required. The incumbent has the ability to motivate staff to pursue innovative and creative solutions to resolve difficult challenges.

The director has knowledge of and experience in identifying appropriate and effective management strategies that can be applied to the operation of an office or department responsible for implementing regulations, policies, and procedures and that allow staff to have a high level of independence in decision-making with appropriate oversight and guidance by management. The incumbent has the ability to establish time management protocols that sustain high quality customer service through the timeliness and effectiveness of responses. The position requires demonstrated experience in managing competing priorities that arise from the occurrence of events or shifting direction in leadership.

The director has demonstrated experience working with the full range of stakeholders in the national historic preservation program, including federal, state, and local governments; state historic preservation offices; private organizations; and the public. Knowledge of tribal programs and the principals and protocols of working with Native American governments on a government-to-government basis is critical. Also required is the ability to analyze and convey ACHP preservation policy and practice to federal, state, tribal, and local preservation partners and the public.

The director has demonstrated knowledge of interagency coordination, intergovernmental relations and public participation principles and techniques, the ability to work with many varying personalities, and the exercise of tact, independent judgment, and discretion. Knowledge of federal employment and employee relations practices, government-wide legal and ethics requirements, customer service standards, and fiscal controls is desirable.

Education Requirement: An advanced degree in historic preservation, anthropology, architectural history, archaeology, or a related field is desirable but not required.

How You Will Be Evaluated

The following list of skills, knowledge, and abilities have been identified as being critically important to the performance of this position. Along with your resume, please submit a narrative statement addressing your experience, knowledge, and ability for each item. Include in your write-up such things as a description of the range of work experiences that gave you the specific knowledge, skill, or ability, and evidence of your success (such as detailed accomplishments, awards received, etc.)

1. Section 106: experience with and demonstrated expertise in implementing Section 106 of the National

Historic Preservation Act and the ACHP's implementing regulations, "Protection of Historic Properties" (36 CFR Part 800) both independently and in coordination with other federal environmental reviews.

2. Leadership: the ability to provide leadership in discerning and working to establish policy and direction in the national preservation program, develop strategic plans that implement agency policies, programs, and legislative initiatives, that advance agency missions and goals and that are based on collaboration with a board of directors, management, and other stakeholders.
3. Management: experience in managing a professional work force comprised of professionals that are expected to maintain a high level of independence in decision-making with appropriate oversight and guidance by management, along with a demonstrated ability to define and manage clearly-defined performance measures and customer service standards.
4. Collaboration; skill in interagency coordination, developing partnerships with the public and private sector, and familiarity with the stakeholders in the national historic preservation program including federal, state, tribal, and local governments; private organizations; and the public.
5. Mediation and Conflict Resolution: demonstrated skill in resolving conflicts, addressing highly controversial issues, and treating stakeholders with respect especially when working with diverse populations.

Benefits

As an employee of the federal government and 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 family members at no cost as well as periodic seminars on behavioral health issues.

You may also be 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.

Other Information

A copy of the full position description can be found on the ACHP Web site at www.achp.gov.

For additional information about the ACHP and its programs, see www.achp.gov and our related Web site, www.preserveamerica.gov.

How To Apply

Please send your resume, response to evaluation criteria, and cover letter for receipt by the closing date to:

Mr. Ralston Cox
Director, Office of Administration
Advisory Council on Historic Preservation
1100 Pennsylvania Avenue, NW
Room 803
Washington, DC 20004-2501

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, gender identity, 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

Initial interviews will be conducted in person or by telephone after the closing date of this announcement. Follow-up interviews will take place shortly after. This is a critically important position to the ACHP's program, and it is our intention to fill this position as quickly as possible with a start date for the successful candidate of 5 January 2009.