

Disaster Assistance Employee (DAE) Job Description

Job Title:	Organizational Location: Planning Section or other, as assigned
Historic Preservation Specialist	Physical Location(s): JFO or other location, as assigned
	HQ Cadre Manager: Brent Paul

MAJOR DUTIES and RESPONSIBILITIES:

The Historic Preservation Specialist provides technical assistance to FEMA's disaster programs to fulfill FEMA's legal responsibilities under various historic preservation laws, Executive Orders and regulations. Under the direction of the Regional Environmental Officer, Environmental Liaison Officer (ELO), or appropriate team leader, the Historic Preservation Specialist assists program staff in integrating historic preservation considerations into the development and review of projects proposed for FEMA funding.

Specifically, the Historic Preservation Specialist :

- Identifies project-specific historic preservation concerns that the ELO may need to address with senior JFO management.
- Recommends and implements streamlining measures for historic preservation compliance activities, in coordination with appropriate JFO and regional staff and Federal, Tribal and State Historic Preservation resource agencies, as required.
- Provides technical assistance to JFO program managers and other personnel, Tribal/State and local officials regarding FEMA's Historic Preservation compliance responsibilities, and may serve as a "technical expert" in the JFO for specific historic preservation laws or Executive Orders.
- Assists the ELO in identifying the need for additional Historic Preservation expertise in a disaster operation.
- Develop and/or deliver Historic Preservation training or presentations, for JFO personnel, Tribal/State emergency management personnel and applicants, as needed.
- Conduct historic preservation reviews and prepare required documentation, and submit recommendations to ELO for approval.
- Work as part of Task Force Teams or Program Units in the JFO, as assigned, to provide historic preservation technical direction and review capability.

Knowledges, Skills, and Experience Required:

- Knowledgeable in implementing the requirements of selected federal environmental and historic preservation laws, Executive Orders, and regulations in a Federal/state/local context, which may include, but is not limited to: the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA), Executive Order 12898 (Environmental Justice).
- Knowledge of FEMA's disaster program operations and associated historic preservation requirements.
- Knowledge of organization based incident needs and Incident Command System (ICS) principles.
- Good interpersonal, communication and instructional skills.
- Good analytical and research skills.
- Written communication and computer skills to generate general and technical reports, briefings, correspondence and review documentation.
- Ability to multi-task and service multiple clients.
- Ability to work efficiently in a stressful, changing and politically sensitive environment.
- Ability to work effectively either independently or as part of a team.
- Ability to apply historic preservation laws, Executive Orders and regulations to disaster programs and activities, and develop unique procedures or agreements to streamline review in a disaster environment.
- Ability to conduct project site visits

Supervisory or Team Leader Responsibilities Exercised by Position?: No____
If Yes_Y__, describe here:

An Historic Preservation Specialist may serve as a team leader, if needed in large operations, to manage the workflow of other Historic Preservation Specialists.

Other Requirements (i.e. licenses, certifications, languages, etc.):

Special Physical Requirements, if any:

Signature of Manager/Cadre Manager/or Supervisor

Date