

Route 66 Road Ahead Partnership

Historic Resources Specialist

JOB DESCRIPTION and QUALIFICATIONS (10/11/18)

GENERAL STATEMENT:

The mission of the Route 66 Road Ahead Partnership (Road Ahead) is to revitalize and sustain Route 66 as a national icon and international destination for the benefit of all Route 66 communities, travelers, and businesses/attractions through collaborative partnerships focused on promotion, preservation, research/education, and economic development. Road Ahead accomplishes its mission as outlined in a series of goals and expected outcomes. One goal stipulates that Road Ahead will collaborate with State Historic Preservation Offices (SHPO), state Departments of Transportation (DOT), and other agencies and organizations to preserve the buildings, structures, sites, districts, and objects which reflect the historical development and unique character of Route 66. Specifically, Road Ahead participates as a consulting party in the review of federal undertakings that may affect Route 66 historic resources in accordance with Section 106 of the National Historic Preservation Act of 1966, as amended (NHPA) and the Advisory Council on Historic Preservation's (ACHP) regulations (36 CFR Part 800) and, as appropriate, participates in other public review processes established under state laws or local ordinances.

The Historic Resources Specialist (HRS) is a volunteer professional position with the primary responsibility for development, coordination, and implementation of Road Ahead's review of federal, state, and local construction projects that may affect Route 66 historic resources. Road Ahead's Chairman and/or executive director provides general guidance to and supervision of the HRS, who has a high level of independence to establish his/her work-related priorities, timeframes for accomplishing tasks, and interactions with others. The HRS can work in a professional office environment or out of a private space. Travel to meetings and conferences are likely to be regular duties of the HRS, and the HRS may participate in site inspections of construction projects as necessary. Travel may be local or out-of-state from the office location. Appropriate travel expenses will be reimbursed as approved in advance for any authorized travel.

JOB DUTIES:

The duties of the HRS include, but are not limited to,

1. Establish and maintain professional working relationships with the Federal Highway Administration (FHWA) and other federal agencies responsible for undertakings affecting Route 66 historic resources and with other consulting parties, including the SHPOs, DOTs, other government agencies, and stakeholder organizations of the eight Route 66 states as detailed in the NHPA and ACHP regulations.

2. Review, evaluate, and summarize in briefing documents for Road Ahead's Chairman and/or executive director: complex reports, project plans and specifications, and other documents prepared by professionals employed by or under contract to federal, state, or local government agencies for a variety of federal undertakings.
3. Develop a working knowledge of agreement documents (e.g. Programmatic Agreements) that streamline the Section 106 process or set forth mitigation measures to offset adverse effects to historic resources.
4. Establish and maintain working relationships with state and local governments responsible for conducting public review of projects pursuant to state laws or local ordinances that may affect Route 66 historic resources.
5. Represent Road Ahead at meetings and construction project site visits related to Road Ahead's role in the Section 106 process and other public review processes, as required or needed.
6. Develop strategies consistent with the Secretary of the Interior's Standards and Guidelines for Historic Preservation to facilitate maximum protection of Route 66 historic resources.
7. Prepare correspondence for his/her signature or the signature of Road Ahead's Chairman and/or executive director.
8. Maintain records on all project reviews and other activities in an organized and accessible manner.
9. Participate in professional training programs to remain current and well-informed about federal statutes, regulations, standards, and guidelines concerning protection of historic resources.
10. Represent Road Ahead at professional conferences and provide presentations at such conferences or for other public audiences, as required or needed.

EDUCATION and EXPERIENCE:

The HRS shall meet the Secretary of the Interior's Professional Qualification Standards in architecture, historic architecture, architectural history, history, or a closely related field (e.g. historic preservation). At least one year of full-time, professional experience in historic preservation-related project administration/management or research. Professional experience in evaluating or producing construction documents for projects impacting historic buildings and structures (e.g. bridges) and a knowledge of transportation design and engineering principles are desired.

KNOWLEDGE, SKILLS, and ABILITIES:

The HRS shall possess knowledge of the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation; the history and development of Route 66; standard historical research methods; the principles of cultural resource management; and the NHPA and the ACHP's regulations. The HRS must have the ability to communicate effectively, both orally and in writing; train/inform others; organize and analyze complex sets of data; manage multiple projects within established timeframes; and use with proficiency current technology generally employed in cultural resource management