



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position:

Section 106 Reviewer

The Community Development Block Grant – Section 106 Reviewer, employed by the Virgin Islands Housing Finance Authority, will be responsible for technical work in historic preservation for the Department of Planning and Natural Resources (DPNR) Virgin Islands State Historic Preservation Office (VISHPO). The position is a TERRITORIAL position.

ESSENTIAL FUNCTIONS:

- Work closely with NEPA Specialists, NHPA Specialist, Federal Historic Preservation Officers, other federal and local historic preservation specialist on VISHPO consultation reviews of federal undertakings in accordance with Section 106 of the National Historic Preservation Act (NHPA), as amended, and the implementing regulations (36 CFR Part 800) for the Virgin Islands
- Coordinate with project managers, field crews and SOI qualified cultural resource specialists to obtain the necessary information to complete all review requirements in 36 CFR Part 800.
- Review submitted documents such as cultural resource survey reports, archaeological and structure site forms, public notices, project proposals, and agreement documents, for accuracy, completeness, and compliance with federal, state, and local laws, regulations, and guidelines
- Write official consultation correspondence for the Virgin Islands State Historic Preservation Officer (SHPO) and Deputy State Historic Preservation Officer (DSHPO) signature between the VISHPO and consulting agencies.
- Assess the eligibility of archaeological and structural resources for inclusion in the National Register of Historic Places in coordination with the VISHPO Historian.
- Review, consult, and advise on appropriate effect findings for federal undertakings under Section 106. Assist in the preparation of National Register of Historic Places nominations for archaeological and historic sites.
- Attend and participate in out-of-office project meetings, including multi-agency meetings, as well as making site visits to project areas."
- Assist with other Section 106 writing duties, such as contributing to Memorandum of Agreements (MOAs) and Programmatic Agreements (PAs) as determined through the standard review process of 36 CFR Part 800.
- Provide guidance, resources, and recommendations to governmental agencies, tribal nations, engineering firms, and contractors on how to fulfill federal obligations under Section 106, including historic research and fieldwork, as necessary.
- Performs other related duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- **Education:** Graduate degree preferred (Bachelor's degree minimum) in anthropology, archaeology, history, architecture, landscape architecture, or closely related field desirable; Applicants with advanced degrees are encouraged to apply
- **Experience** At least one (1) year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management.
- At least (4) four months of supervised field and analytic experience in general Caribbean and southern Florida archaeology.
- **Knowledge, Skills, and Abilities:** Proficiency in Microsoft Word, Excel, Access, PowerPoint, and Outlook. Effective oral and written communication skills, including strong report writing skills; A working knowledge of Virgin Islands archaeology and history, Section 106 law, the Virgin Islands Antiquities and Cultural Properties law, and other pertinent state, local, and federal regulations regarding historic properties. A working knowledge of 36 CFR Part 800; writing NHPA consultation letters; file management; preparation of National Register Nominations and Determinations of Eligibility; preparation or contribution to MOAs and PAs; working as part of an interdisciplinary team; coordinating reviews with qualified cultural resource professionals; prioritizing workload; and tracking and communicating status of tasks. Ability to utilize ArcGIS and/or AutoCAD software to build maps, organize and manage data, and manipulate data layers; Must have a Virgin Islands Driver's License.

SALARY: \$55,000.00 per annum depending upon qualifications. CDBG-DR grant funded position

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, and resume/curriculum vitae. During the Safer at Home period, application packages will only be accepted electronically at hr@vihfa.gov. Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov. **Deadline for submittal of application package is Friday December 16, 2022; however, this position will remain open until filled.** Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer