



KOSRAE ISLAND RESOURCE MANAGEMENT AUTHORITY

KOSRAE STATE GOVERNMENT

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Position Announcement

DEPUTY to the KOSRAE STATE HISTORIC PRESERVATION OFFICER for Kosrae State Historic Preservation Office

Kosrae State Historic Preservation Office (Kosrae HPO) seeks a part-time one year Deputy to the Historic Preservation Officer in Kosrae. This one year position offers a salary of \$12,000 and begins October 1, 2020 and ends September 30, 2021. Renewal is subject to need and availability of funds.

The position supervises historic preservation and anthropological experts, consultants, and administrative personnel in meeting and accomplishing preservation goals statewide. The Deputy SHPO negotiates agreements per Kosrae State and Federated States of Micronesia laws, regulations, and policies as well as the 36CFR800 regulations and prepares them for Attorney General review and the Kosrae State Historic Preservation Officer's signature. The position is responsible for performance reviews and personnel issues. The position is responsible for the implementation of the recently instated statewide Historic Preservation Plan and develops strategies for the preservation and management of archeological and historic period properties. The position is responsible for the listing of properties to the National Register of Historic Places, informing and updating the State Historic Preservation Plan, the maintenance of the statewide inventory of historic properties, and Section 106 consultation responsibilities.

The Deputy SHPO serves to fulfill the duties of the SHPO when unavailable. The Deputy assigns work duties and sets priorities for the Senior Cultural Resources Specialists under their direct supervision. The Deputy assists the SHPO in ensuring goals are being met under the State Historic Preservation Plan and the department's strategic plan.

Proposals will be evaluated on meeting or exceeding RFP requirements identified in the above paragraphs. Each proposal will be evaluated for meeting KSHPO goals, clarity, and reasonableness of the proposal on a scale of 1-5 (five is the highest) for each requirement, averaged, and compared to other received submissions.

This RFP bidding will expire July 18, 2020. Kosrae HPO retains the right to reject any and all proposals or waive any irregularities with any proposal. For further questions, contact Kosrae HPO at ksahpo@mail.fm or by phone 691-370-3078. All bids should be emailed to ksahpo@mail.fm.