



Job Title:	Cultural Resources Specialist
Department:	Tribal Historic Preservation Office
Reports to:	Tribal Historic Preservation Officer (THPO)
Location:	Administration Building
Level/Status:	Exempt (E4)/Full-Time
Hiring Salary:	\$55,897 - \$68,474
Open:	October 30, 2020
Closes:	November 16, 2020

SUMMARY

Under the supervision of the Tribal Historic Preservation Officer (THPO), the Cultural Resources Specialist will be a secondary point of contact in all matters relating to cultural resources issues, including but not limited to: archaeological surveys and finds related to the Tribe, advocacy for the preservation of known cultural sites, historical/cultural information requests, and liaison work with local units of governments, and state and federal agencies. Duties may include recording archeological and historic resources in the field independently and/or at the direction of the THPO; preparing and supporting the preparation of documents such as background studies, National Historic Preservation Act (NHPA) Section 106 consultation correspondence, documentation, and technical reports; Tribal monitoring/data recovery; and other tasks as assigned. This position will require the ability to work in difficult conditions (e.g., remote locations, summer heat, difficult terrain).

ESSENTIAL QUALIFICATIONS

- Must meet the criteria for the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians' Native American Preference Policy under the Gun Lake Labor and Employee Rights Ordinance (ex. enrolled Citizen of the Gun Lake Tribe; spouse, parent, descendant or grandparent of a Gun Lake Tribal Citizen; or enrolled Citizen of a federally-recognized Indian Tribe)
- Bachelor's Degree in Archaeology, Anthropology, Historic Preservation or related field
- Strong computer skills including databases, Microsoft Office programs, and experience with GIS for cultural resource management
- Proficiency in the use of handheld field tools such as GPS devices and software, topographic maps and compass, and must possess a strong command of field techniques.
- One year of technical or professional writing experience
- Knowledge and understanding of regulations protecting archaeological and cultural resources and sites under the National Historic Preservation Act, the Archeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, etc., as well as applicable state and local laws and rules
- Ability to understand, gain knowledge and appreciate the differences between various Native American cultures and customs

DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Coordinate and manage the THPO GIS inventory of cultural resources
- Acts as the second contact for consultation regarding off-reservation Section 106 of the National Historic Preservation Act, NEPA, MEPA and all other projects requiring cultural input for permitting review of historical and cultural places of importance to the Gun Lake Tribe
- Develop and maintain relationships with government agencies, state SHPO offices, other THPO offices, National Park Service, and consulting incorporations
- Proficiency with regulations and standards of various regulatory and credentialing groups relevant to historic preservation and cultural resource management, including the Section 106 process, and

willingness to acquire technical/professional training as needed

- Coordinate and conduct Cultural Resource fieldwork and land surveying, including mapping responsibilities in the field and the collection of GPS data
- Coordinate and conduct Tribal/Archaeological Monitoring for federal undertakings on Tribal Lands and other projects of interest
- Assists THPO with identifying, documenting, and protecting significant historic and pre-contact cultural properties of interest to Gun Lake Tribe
- Ability to assess cultural resource issues and know when to request assistance from other cultural resource professionals in assessing effects on cultural resources
- Coordinate with contracted firms for field investigations, cultural assessments, and surveys
- Acts as the second departmental lead for THPO Committee Meetings
- Support THPO staff in evaluation, creation, and review of departmental planning documents and policies and procedures
- Provide public information, education and training, and technical assistance in historic preservation, as appropriate, to the MBPI Community, Federal and State agencies, and local governments (e.g., Tribal monitoring, Tribal Register nomination applications/process, GIS story maps, etc.)
- Ability to work non-traditional hours and long days when needed
- Ability and willingness to travel as necessary, sometimes frequently

OTHER SKILLS AND ABILITIES

- Passion for Tribal history, culture and traditions; including an understanding of the social, educational, training and cultural needs of the Native American community
- Knowledge and understanding of Neshnabék culture, history and pre-history and demonstrated commitment to the restoration and preservation of Gun Lake Tribe's cultural foundations
- Possesses strong technical writing and oral communication skills
- Must have the proven ability to multi-task, prioritize, track and meet deadlines, and balance diverse projects
- Highly organized and able to work both independently and with a high level of oversight and review
- Comprehensive knowledge of standard office practices, procedures, equipment, and techniques
- Ability to maintain strict confidentiality
- Ability to work well independently and with team members and other staff in a team-oriented environment
- Ability to be patient, courteous, diplomatic, and reliable
- Ability to organize and maintain electronic and physical files
- Excellent verbal and written communication skills
- Ability to understand, analyze, and interpret historical documents, anthropological documents, archeological reports, professional journals, technical manuals, government regulations, geographic maps, and similar publications/documents
- Ability to draft departmental policy & procedures, business correspondence, archaeological site form information, and formal survey and assessment reports regarding archaeological and historical findings within time designations

CONDITIONS OF EMPLOYMENT

- Must complete Section 106 Compliance training within one year of hire
- Completed or be in the process of completing an archaeological field school experience or cultural resource management and historic preservation-related internship
- Non-traditional hours including working evenings, weekends, and holidays as assigned to meet deadlines
- Must be able to complete work in an area which may be unusually hot, cold, and/or noisy
- Must be able to carry equipment and supplies weighing up to 40 pounds unassisted

- Must be able to travel across rough, uneven or rocky surface(s) when conducting field inspections or performing survey work
- Must possess a valid driver's license and the ability to safely operate a 4wd vehicle on rugged, back-country roads, reliable transportation, and be insurable

SUPERVISORY RESPONSIBILITIES

This position will supervise internship personnel and may supervise contract personnel and volunteers as assigned.

SECURITY SENSITIVE

This position will have access to information that is security-sensitive and thereby subject to additional provisions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. These statements should not be construed as an exhaustive list of all responsibilities, duties, and skills required.

All applicants must be able to demonstrate their US work authorization during the employment verification process. The pre-employment process also requires the ability to pass a criminal background investigation and drug/alcohol test.

INDIAN PREFERENCE

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recognizes Native American preference in its hiring and employment policies.

EMPLOYER BENEFITS AND COMPENSATION

The Gun Lake Tribe offers a competitive base salary and benefits package that includes:

- Medical, dental, vision, telehealth, short-and-long term disability
- Life insurance for the employee, spouse, and their dependents
- 401K/Roth retirement plan with employer matching contributions
- Voluntary Benefits: AFLAC and Flexible Spending Account, additional life insurance
- Paid Time Off and Holidays
- Employee Assistance Program

TO APPLY

You are required to register and apply through our online employment portal to be considered for this position.

<https://gunlaketribe-nsn.gov/employment/>

If you require assistance or to apply in person, please call 269-397-1780, to schedule an appointment.