



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Tribal Historic Preservation Officer (THPO)
Department: Administration
Supervised by: Tribal Administrator or Designee
Pay Rate: T-7 \$18.54 - \$25.96 (30 Hrs. /Week)
FLSA: Non-Exempt; Hourly / Regular Full-Time

Position Summary: Under the general supervision of the Tribal Administrator or designee. This position promotes, protects, preserves and manages the Bishop Paiute Tribe's Cultural Resources. This position must have knowledge of the Bishop Paiute Tribe's culture and a strong commitment to preserving it. The Tribal Historical Preservation Officer is responsible for coordinating cultural restoration and preservation with special emphasis on Native American Graves Protection & Repatriation Act (NAGPRA) regulatory policies, National Historic Preservation Act (NHPA) Sec. 106, and archival preservation. This position will consult with Federal and State agencies regarding the Tribe's historic preservation and cultural resources. This position requires the ability to work independently as well as part of a team, possess good oral and written communication skills, and to be able to apply good organizational, clerical and planning skills. THPO coordinates Tribal Historic Preservation efforts by maintaining and adhering to the requirements of the THPO grant through the National Park Service.

Essential Functions:

- Conducts all aspects of cultural resource consultation (NHPA section 106, SEPA, NEPA, NAGPRA, and other) for the Tribe with local, state and federal agencies, including attending meetings, correspondence, and research.
- Conducts or facilitates field work, field reconnaissance, and construction cultural monitoring as needed.
- Maintains and updates archaeological collections catalog, as well as periodically revising exhibits of archaeological and cultural materials.
- Facilitates the accession and deaccession of archaeological and cultural materials if needed, as well as monitors and maintains or improves the conditions of the collections.
- Attends and periodically presents at professional conferences and meetings.
- Prepares written quarterly and annual department progress reports.
- Prepares department budget reports.
- Attend meetings as requested.
- Coordinate comprehensive surveys of historic properties and maintain inventories of such properties in cooperation with Tribal Governments, Federal and State agencies, local governments, and private organizations and individuals.
- Assist in evaluating permit applications for construction activities that could include the discovery, disturbance, excavation or removal of cultural/archaeological resources.
- Establish and maintain good relationships and agreements with museums and federal agencies regarding repatriation of tribally affiliated human remains and sacred objects.
- Identify and nominate eligible properties to the National Register and otherwise administer applications for listing historic properties on the National Register.
- Update as necessary, the Tribal Historic Preservation Plan and Standard Operating Procedures (SOP) of the Bishop Paiute Tribe, with approval of the Bishop Paiute Tribal Council.

- Advise and assist, as appropriate, Tribal Governments, Federal and State agencies and local governments in carrying out their historic preservation responsibilities within the Bishop Paiute traditional territory as well as any other area with cultural or religious sites important to the tribe.
- Provide public information, education, training, and technical assistance in historic preservation via presentations and planned activities.
- Consult with appropriate Federal agencies in accordance with this Act on:
 - i. Federal undertakings that may effect historical properties ; and
 - ii. The content and sufficiency of any plans developed to protect, manage, or to reduce or mitigate harm to such properties.
- Develop rules and ordinance and other formal policy, in conjunction with the THPO Advisory Committee and Bishop Paiute Tribal Council to carry out the objectives of the Tribal Historic Preservation Plan and the THPO Grant.
- Prepare proposals and seek out additional funding to support the objectives of the Tribal Historic Preservation Plan, Ordinance, and THPO Office.
- Coordinate and monitor the Cultural Monitoring program and instruct yearly trainings.
- Other duties as assigned.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The worker is frequently subject to inside environmental conditions. The worker is occasionally subject to outside environmental conditions; cold, wet and/or humid conditions. The noise level in the work environment is usually low to moderate.

Physical Demands

- Requires standing and/or sitting for sustained periods of time.
- Must be able to lift and/or move up to 50 lbs.
- Requires repetitive movement of the fingers, wrists and hands.
- Ability to lift objects from a lower to higher position and/or horizontally.
- Occasionally involves field work in inclement weather.
- Ability to walk or hike up to a mile periodically.

Experience and Education

- High School Diploma or GED equivalent.
- Knowledge of or ability to quickly learn THPO policies and functions.
- Knowledge of standard archival preservation techniques for conservation of cultural documents and objects.
- Must be proficient at word processing software, internet-based research and database management software.
- BA in Archeology or related field is preferred; and/or equivalent experience.
- Demonstrated knowledge and experience in management of historical programs or related disciplines.
- Must demonstrate knowledge of culture and history of the Owens Valley Paiute Indians.
- Recent experience with grant writing and grant administration required. Experience in education material development preferred.
- Minimum of two (2) years' experience working with Federal Historic Preservation Laws and Regulations including Section 106 Consultations.
- Experience with Geographical Informational Systems (GIS).

Other Requirements

- Must possess a valid CA Driver's License and be insurable under the Tribe's existing automobile insurance.
- Excellent organizational, oral and written communication skills.
- Ability to communicate effectively and diplomatically with Tribal staff, State and Federal Agencies and other relevant groups.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws