



RRCBC JOB DESCRIPTION

CULTURE HISTORIC PRESERVATION (CHP)

Job Title:	Culture Historic Preservation	Dept:	CHP
FSLA Status:	Exempt/Full-Time Position	Location:	Admin
Reports to:	Tribal Administrator	Part-Time	
Salary Range	DOE	End Date:	Open Until filled

SUMMARY

The Culture Historic Preservation (CHP) exercises oversight to ensure the preservation, protection, curation and management of our ancestors, sacred objects, archaeological sites, properties/traditional cultural places (TCPs) and archives significant to Robinson Rancheria Pomo Indians history and culture.

ESSENTIAL QUALIFICATIONS

- Possesses training and knowledge in historic and cultural preservation laws, regulations, grants, and issues
- Demonstrated prior success in researching, writing, and managing grants; and demonstrated ability to work with CHP and related granting agencies and other outside organizations
- Has a passion for Tribal history, culture and traditions and has experience working with Tribal communities, understanding of the social, educational, training, and cultural needs of the Native American community
- Possesses high ethical standards

DUTIES AND RESPONSIBILITIES

- Prepare and implement a comprehensive Culture Historic Preservation Plan
- Advise and assist, as appropriate, Federal, and State agencies, and local governments in carrying out their historic preservation responsibilities
- Provide public information, education, and training, and technical assistance in historic preservation
- Meet monthly with (RRCBC and Tribal Administrator) to seek guidance and advise them, when appropriate, on Section 106 and National Register of Historic Places (NRHP) duties and events
- Monitor all development, maintenance or other activities initiated by RRCBC Tribal Government that may impact cultural or historic properties on Tribal lands
- Develop and maintain relationships with other Tribes, Native American and Tribal historic preservation, and repatriation organizations (e.g., MACPRA) and with other appropriate agencies
- Develop relationships with the California Historical Preservation Office (CHPO)

- Develop relationships with local units of government in the vicinity of the RRCBC trust land and tribally owned non-trust land base
- Develop and maintain a cooperative and professional relationship with the Nation Park Service in carrying out CHP duties and activities
- Curate and catalog artifacts recovered from archaeological survey or excavation work and donated collections
- Create and maintain an archive and a digital database of significant Tribal documents, treaties, oral histories, recorded interviews, or other appropriate historical documents
- Ensure all language resources collections are satisfactorily maintained and preserved
- Consult with appropriate Federal agencies in accordance with the NHPA (Section 106)
- Cooperate with the Secretary of the Interior, RRCBC on Historic Preservation and other Federal and State agencies, local governments, and organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development

SKILLS AND ABILITIES

- Ability to understand, gain knowledge and appreciate the difference between various Native American cultures and customs
- Ability to comprehend and abide by Tribal, Federal, and other relevant environmental regulations/codes
- Ability to work non-traditional hours and long days when needed, including working evenings, weekends, and holidays as assigned to meet deadlines
- Ability and willingness to travel as necessary, sometimes frequently
- Ability to maintain strict confidentiality
- Ability to work well independently and with team members and other staff in a team-oriented environment
- Ability to organize and maintain electronic and physical files
- Ability to read and interpret documents
- Must be able to bend and lift up to 50 pounds
- Excellent verbal and written communication skills
- Capable of multi-tasking in a fast-paced environment with capacity to change priorities quickly
- Demonstrated computer literacy in Microsoft office products, internet research and communications
- Ability and willingness to travel for programs requirements, meetings, and continuing education

SUPERVIORY RESPONSIBILITIES

- Individuals may be required to supervise lower-level staff, internship personnel and may supervise contract personnel as assigned

SECURITY SENSITVE

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

CONDITIONS OF EMPLOYMENT

- Individual must have the knowledge and understanding of the culture and diversity of the surrounding tribes
- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening
- Must have a Valid California Driver's license and be insurable through the Tribe's insurance policy
- Employee will serve 90-day probationary period
- RRCBC personnel are employed on an "At-Will" basis

PLEASE SUBMIT A COVER LETTER, RESUME AND APPLICATION, to be considered for this position.

Applicant information can be brought in person or mailed to: Robinson Rancheria Citizens Business Council 1545 E. Hwy 20, Po Box 4015 Nice, Ca 95464 or E-mail: joshg@rrcbc-nsn.gov

Native American Preference Applies: Preference given to qualified Native Americans pursuant to the Indian Self-Determination and Education Act, public Law 93-638

Disclaimer

The list of requirements, duties and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.