



FEDERATED INDIANS OF
GRATON
RANCHERIA

****NOTICE OF JOB OPENING****

Job Title: Tribal Cultural Monitor I	Department: THPO
Classification: Non-Exempt	Work Hours: M-F, 8:00 a.m. to 5:00 p.m.
Salary Range: \$18.00 - \$24.00 per hour (DOE)	Location: Rohnert Park, CA
Reports to: THPO Officer	Type: Regular Full-time

Mission Statement: *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

Position Purpose:

The Tribal Cultural Monitor I is responsible for the protection and preservation of tribal sacred sites and strives to avoid unnecessary impacts or disturbances which may lead to the desecration of cultural sites. The Tribal Cultural Monitor works in the field with contractors, lead agencies, archaeologists, other specialists, and performs field inspections, documents findings and works with the THPO on recommendations for projects requiring cultural monitoring.

Minimum Mandatory Qualifications:

- ❖ Must successfully clear criminal background check, and pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test.
- ❖ Completion of Federated Indians of Graton Rancheria (FIGR) THPO Training (32 hours)
- ❖ Familiar with construction practices and safety standards
- ❖ High School Diploma or equivalent (GED)

Preferred Qualifications:

- ❖ Ability to plan, coordinate and direct varied and complex operations
- ❖ Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to work collaboratively with staff, supervisors and volunteers
- ❖ Ability to exercise sound judgment
- ❖ Ability to master and effectively use the computer database system.
- ❖ Ability to read, understand and follow complex rules, regulations, policies and directives
- ❖ Ability to multi-task and have planning and organizational skills
- ❖ Ability to climb, walk, stand for long periods of time, and lift and/or move up to 50 pounds
- ❖ Knowledge of Native American values and culture
- ❖ Must possess emotional maturity, good judgment, initiative, resourcefulness and creativity
- ❖ Must be enthusiastic, outgoing and flexible
- ❖ Must have a clear speaking voice and strong telephone skills.
- ❖ Must be personable, patient, and well-organized.
- ❖ Must possess strong computer skills including experience with internet research, Microsoft Office, Excel, Word, and automated database systems
- ❖ Must be professional and interact positively with others
- ❖ Must Maintain a current and valid driver's license and must be insurable

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

To Apply: Please submit a Tribal Employment Application with your resume and a cover letter detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928
POSITION OPEN UNTIL FILLED

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

Pursuant to the FIGR Indian Preference Policy, preference in hiring is given to: (1) Federated Indians of Graton Rancheria Tribal Citizens and (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.