



# Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

## NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT (NAGPRA) SPECIALIST *Position Description*

<b>Department:</b>	Cultural Resources
<b>Pay Range:</b>	\$25.00 - \$35.00
<b>Hours/week:</b>	40
<b>Classification</b>	Non-exempt

<b>Reports to:</b>	Tribal Heritage Preservation Officer (THPO)
<b>Effective Date:</b>	January 1, 2018
<b>Revised Date:</b>	November 27, 2018
<b>Type:</b>	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.*

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Federated Indians of Graton Rancheria are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy and respectful manner with Citizens, employees, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions and values.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

The NAGPRA Specialist will implement the Native American Graves Protection and Repatriation Act (NAGPRA), as well as other repatriation laws, work collaboratively with tribal elders, cultural bearers, the Tribe's Sacred Sites Protection Committee, museum representatives and federal agencies as needed. The NAGPRA Specialist will organize and plan repatriation activities consistent with the Tribe's cultural values.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Conducts research and gathers documentation for repatriation claims.
2. Organize and participate in meetings with museum representatives to negotiate the return of cultural items.
3. Assists with developing repatriation claims.
4. Assists with grant reporting and writing grant proposals.
5. Assesses and evaluates summaries, inventories and documentation provided by various parties for NAGPRA claims determination to provide to the THPO for consideration.
6. Assists with design, entering and updating information, reports, and images into the NAGPRA database.

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7. Develop trainings and presentations on repatriation for the tribal community and appropriate departments.
8. Assists with tribal committee meetings as needed and related to repatriation.
9. Assists the THPO with review of projects as related to NAGPRA and reburial.
10. Contribute to developing NAGPRA policy, guidelines, and protocols.
11. Attend National NAGPRA Review Committee meetings hosted by the National Park Service and other appropriate trainings/workshops to stay current on repatriation activities.
12. Performs other duties, as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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|--|---|
| Experience & Education:                                | <ul style="list-style-type: none"><li>• High School diploma or GED</li><li>• Three years of direct experience working in the repatriation or historic preservation field and serving as an advocate for tribal repatriation.</li></ul>  |
| Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Ability to maintain a high standard of accuracy in all tasks.</li><li>• Ability to develop plans, organize activities and complete tasks efficiently within stated timelines</li><li>• Ability to work collaboratively.</li><li>• Ability to communicate effectively in English, both verbally and in writing.</li><li>• Ability to read, understand and follow complex rules, regulations, policies and directives.</li><li>• Ability to operate a computer and general office equipment.</li><li>• Ability to use Microsoft Suite (Word, Excel, Outlook, and PowerPoint), Internet browsers, and appropriate storage of electronic files, and databases.</li><li>• Must understand the fundamentals of NAGPRA.</li><li>• Must have experience working in Tribal communities, specifically with cultural bearers, along with the ability to maintain positive relationships with elders, cultural practitioners and staff.</li><li>• Must have a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.</li><li>• Ability to perform other duties as assigned.</li></ul> |

### PREFERRED QUALIFICATIONS

- Five years of direct experience in repatriation or historic preservation field and serving as an advocate for tribal repatriation.
- Bachelor's degree in Native American Studies, Government, History or related degree.

### WORK ENVIRONMENT

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|-------------------|--|
| Work environment: | The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Occasional exposure to outdoor elements where exposure to adverse weather conditions such as heat, wind, blowing dust, etc. are common, as well as visiting museums, and warehouses where ethnographic and archaeological items may be stored.   |
| Physical demands: | The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, bending, kneeling, sitting, keyboarding, reading, walking on uneven or unstable ground, and flying, driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, |

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computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors, external resources and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (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.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

### OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to reasonable-suspicion drug testing.

***Disclaimer:*** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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### ACKNOWLEDGMENT

I have reviewed the content of the **Native American Graves Repatriation Act Specialist** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*