



# Federated Indians of Graton Rancheria

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

## CULTURAL RESOURCES PROJECT SPECIALIST

### Position Description

<b>Department:</b>	Cultural Resources
<b>Pay Range:</b>	\$77,000 TO \$96,000 - DOE
<b>Hours/week:</b>	40
<b>Classification:</b>	Non-exempt

<b>Reports to:</b>	Tribal Heritage Preservation Officer (THPO)
<b>Effective Date:</b>	February 6, 2020
<b>Revised Date:</b>	N/A
<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.*

### POSITION PURPOSE

Under the direct supervision of the Tribal Historic Preservation Officer, the Cultural Resources Project Specialist (Project Specialist) will provide project coordination for the Tolay Lake project as required by the Administration for Native Americans (ANA) Environmental Regulatory Enhancement grant. The Project Specialist will also coordinate the implementation of the Tolay Lake co-management agreement between the Tribe and Sonoma County Regional Parks. The Project Specialist will assist the THPO and department staff as other projects are developed and as directed. The Project Specialist must be able to develop, implement and provide a high level of support to special projects.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Display respect and understanding of the Tribe's culture, traditions and values.
2. Provide project coordination for the Tolay Lake project as required by the federal ANA Environmental Regulatory Enhancement grant.
3. Coordinate, prioritize, and monitor tasks, projects and deliverables for the Tolay Lake project, which includes development and obtaining approval of a co-management agreement between the Tribe and Sonoma County Regional Parks for Tolay Lake, development of a Tribal – Park Steward program curriculum and development of a Tribal cultural preservation program for the Tribal – Park Steward program.
4. Coordinate the implementation of the Tolay Lake co-management agreement between the Tribe and Sonoma County Regional Parks.
5. Assist with cultural, historical and other research to develop a cultural resources management plan pursuant to the Tolay Lake project.
6. Attend meetings, trainings and conferences related to the Tolay Lake project and provide a written report on the meeting, training and conference directly to the THPO.
7. Facilitate and communicate cultural resource practices and protocols into the activities and exhibits pursuant to the Tolay Lake project.

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8. Organize and participate in internal and external project team meetings to carry out project objectives and final deliverables to support the Tolay Lake project.
9. Assist the THPO in consultation and coordination with local, state and federal governments and agencies and other entities on cultural resources protection.
10. Assist the THPO and Department staff with requests for cultural interpretation and education.
11. Participate in the development and delivery of cultural resources trainings as needed.
12. Perform other duties, as assigned.

## NON-SUPERVISORY RESPONSIBILITIES

### MINIMUM MANDATORY QUALIFICATIONS

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| Education and/or Experience:                                     | <ul style="list-style-type: none"><li>• Bachelor of Arts or Bachelor of Science in Environmental Science or American Indian Studies, or a closely related field; or</li><li>• Two years of experience working in Tribal Government, Cultural Resources, Environmental Sciences fields or related fields.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• An understanding of the National Historic Preservation Act (NHPA), the National Environmental Policy Act (NEPA) and related regulations as they apply to the management of cultural resources.</li><li>• Ability to identify compliance issues and report to supervisor.</li><li>• Support training on cultural resources compliance and preservation philosophy, history, laws, regulations, policies, and guidelines.</li><li>• Ability to draft clearly-written project reports as required.</li><li>• Experience in grant writing and /or grant management.</li><li>• Experience working with communities including specific examples of successful projects.</li><li>• Strong communication skills and public presentations to the Tribe and general community.</li><li>• Demonstrated ability to work as part of a team to accomplish goals and objectives, to include coordination of intern and Tribal citizen Tolay Lake project participants.</li><li>• Demonstrated ability to adhere to timelines and deadlines by successfully prioritizing tasks and deliverables.</li><li>• Demonstrated proficiency with standard office technology, including Microsoft Suite (Word, Excel, Outlook, and PowerPoint), Internet browsers, and appropriate storage of electronic files.</li><li>• Maintain a current and insurable driver's license.</li></ul> |

### PREFERRED QUALIFICATIONS

- Master's degree in Environmental Science, American Indian Studies, or a closely related field; or
- Three or more years of experience working in Tribal Government, Cultural Resources, Environmental Sciences, or related fields.

### WORK ENVIRONMENT

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. Exposure to outdoor elements where exposure to adverse weather conditions such as heat, wind, blowing dust, etc. are common.

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

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prolonged periods of standing, bending, kneeling, sitting, keyboarding, reading, walking on uneven or unstable ground, and driving or riding in vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, 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 adopted and implemented a Tribal and Indian Preference 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 and alcohol screenings 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 Cultural Resources Project 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)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*