



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

## REPATRIATION SPECIALIST

### *Job Description*

<b>Department:</b>	Cultural Resources	<b>Reports to:</b>	Tribal Heritage Preservation Officer (THPO)
<b>Pay Range:</b>	\$46.95 - \$65.73 per hour	<b>Classification:</b>	Full-time/Non-exempt

#### MISSION STATEMENT

*The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its 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 the Tribal Citizens; and to foster the value of education.*

#### PURPOSE OF POSITION

The Repatriation Specialist will provide project coordination for repatriation activities, and work collaboratively with tribal elders, cultural bearers, the Tribe's Sacred Sites Protection Committee, museum representatives and federal agencies as needed. The Repatriation Specialist must be able to develop, implement and provide a high level of support to repatriation activities, consistent with the Tribe's cultural values.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Conducts research and gathers documentation for repatriation claims.
- Organizes and participates in meetings with museum representatives to negotiate the return of cultural items.
- Assists with developing repatriation claims and planning transfers and related activities.
- Assists with grant reporting and writing grant proposals.
- Assesses and evaluates summaries, inventories and documentation provided by various parties for repatriation claims determinations to provide to the THPO for consideration.
- Assists with design, entering and updating information, reports, and images into the repatriation database.
- Develops training and presentations on repatriation for the tribal community, appropriate tribal departments and agencies.
- Assists with tribal committee meetings as needed and related to repatriation.
- Assists the THPO with review of NEPA/NHPA/CEQA Documents related to Repatriation laws.
- Contributes to developing repatriation policy, guidelines, and protocols.
- Attends NAGPRA Review Committee meetings hosted by the National Park Service and any other appropriate trainings/workshops to stay current on repatriation activities.
- Performs other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

None

#### MINIMUM MANDATORY QUALIFICATIONS

- Experience:**
- Two (2) years of experience working in Tribal Government, Cultural Resources, Environmental Sciences, or related fields or
- Education:**
- Bachelor's degree in Environmental Science, American Indian Studies, or closely related field.
- License/Certification:**
- None

## PREFERRED QUALIFICATIONS

- Five (5) years of direct experience in repatriation or historic preservation field
- Master's degree in Native American studies, Government, History, or related field.

## SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to develop and complete reports in a timely manner.
- Ability to plan and coordinate various and complex projects.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural awareness and sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Ability to perform other duties as assigned.

## 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. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

## TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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 does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

## OTHER

**Driving:** All employees must maintain a current and valid California driver's license throughout employment and must be insurable under the Tribe's policy.

**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 is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background

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check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

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

***DISCLAIMER: THE INFORMATION ON THIS JOB 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 HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.***

**ACKNOWLEDGEMENT**

I have reviewed the content of the **Repatriation Specialist** Job Description and have been provided with a copy of the Job 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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*Printed name*

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*Signature*

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*Date*

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