



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

CULTURAL RESOURCES SPECIALIST (LIBRARY/ARCHIVE SERVICES)

Job Description

Department:	Cultural Resources
Pay Range:	\$97,660 - \$136,724

Reports to:	Cultural Programs Manager
Classification:	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 the 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.

POSITION PURPOSE

The Cultural Resources Specialist supports the objectives of the Cultural Resources Department by developing and maintaining effective working relationships with organizations; local historical societies and libraries; Tribal Citizens; Tribal staff; and consultants. The Cultural Resources Specialist assists in sustaining and advancing the Tribe's Cultural Resources program through collaboration, coordination, and stewardship of cultural and historical resources.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Ensures the development and maintenance of culturally appropriate programs.
- Research and assists with preparing grant applications to support Cultural Resources projects, activities and programs.
- Conducts cultural and historic research to support the Tribal Historic Preservation Officer (THPO) in identifying and implementing appropriate protective measures for Sacred Sites.
- Assists the THPO in coordinating with external agencies to draft and develop cultural interpretation materials, including signage, brochures, social media and other public outreach tools.
- Builds and maintains collaborative relationships with local organizations and agencies to create opportunities for land access, stewardship, and resource protection.
- Assists with the development and delivery of presentations on Tribal history and cultural preservation efforts.
- Assists with maintaining the Cultural Resources database and provides training to Tribal Citizens on database software to expand content, ensure accuracy and maintain appropriate levels of data security.
- Promotes Tribal cultural resources including language, education, sacred site protection, and library and archival materials through interdisciplinary approaches to cultural resource projects.
- Supports access to educational, language and cultural resources by assisting Tribal Citizens in person, by phone, by email, and through distance learning requests.
- Provides educational outreach activities at Tribal community events to strengthen cultural skills, promote Tribal history, and increase literacy and knowledge.
- Collaborates with Tribal programs and departments in the management and use of library collections, archival materials, and cultural resources of the Tribe.
- Collaborates with local, regional, Tribal library, and archival institutions to ensure best practices in archival protocols, collection standards, and long-term sustainability; participates in annual library and archival conferences for professional development.
- Integrates Cultural Resources practices and protocols into library exhibits, cultural resource collections, language initiatives, and environmental projects, expanding access to Tribal Citizens through the Tribal website and other electronic learning platforms.
- Assists with coordinating community participants for grant-related training and stakeholder meetings, including reserving meeting spaces, supporting community outreach strategies, and contributing to writing newsletter articles.

- Supports the development, planning and delivery of culturally relevant workshops that connect Tribal Citizens with traditional knowledge related to plant identification, gathering, and preparation for food, medicine, and basketry.
- Maintains and updates contact information lists of Tribal Citizens interested in cultural and language learning opportunities. Conducts outreach prior to events and workshops.
- Performs other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** A combination of experience and education may be acceptable.
- Four years' experience working in Tribal Government, Cultural Resources, Environmental Science, or related field; or
- Education:**
- Bachelor's degree in Anthropology, Museum Studies, Library Science, Archival Studies, Native American Studies, Environmental Studies, or a closely related field.
- License/Certification:**
- Must possess a valid driver's license and be insurable under the Tribe's policy.

PREFERRED QUALIFICATIONS

- Master's degree in Anthropology, Museum Studies, Library Science, Archival Studies, Native American Studies, Environmental Studies, or a closely related field.
- Four years' direct experience working within a Tribal Cultural Resources Preservation Office.
- Experience with traditional ecological knowledge, including plant identification, gathering, and preparation practices.

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, when there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Demonstrate ability to be flexible based on needs of project (outreach at community weekend events)
- Provides cultural awareness and sensitivity of Native American values and culture.
- 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

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 may be subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

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 IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR 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 **Cultural Resources Specialist (Library/Archive Services)** job description and have been provided with a copy of the job description. I certify that I can 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:

Printed name

Signature

Date