FEDERATED INDIANS OF GRATON RANCHERIA

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CULTURAL RESOURCES PROJECT SPECIALIST

Job Description

Department:	Cultural Resources	**Reports to:**	Tribal Heritage Preservation Officer (THPO)
Pay Range:	$46.95 - $65.73	**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 Tribal Citizens; and to foster the value of education.

POSITION PURPOSE

The Cultural Resources Project Specialist has primary responsibility in providing project coordination and implementation for the Tribe's co-management and park stewardship projects. The Project Specialist will assist the THPO and department staff as other projects are developed and as directed.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Displays respect and understanding of the Tribe's culture, traditions and values.
- Provides coordination for projects as they relate to co-management and stewardship.
- Coordinates, prioritizes, and monitors tasks, projects and deliverables for co-management/stewardship projects.
- Assists with cultural, historical and other research to develop and/or enhance cultural resources management plans, and programs that support the Tribe's co-management and stewardship efforts.
- Attends and assists with the development and sponsoring of meetings, training and conferences related to the Tribe's co-management/stewardship projects.
- Facilitates and communicates cultural resource practices and protocols into the Tribe's co-management activities, exhibits and interpretive projects.
- Organizes and participates in internal and external project team meetings to carry out project objectives and activities to support co-management/stewardship.
- Assists the THPO in consultation and coordination with local, state and federal governments and agencies and other entities on cultural resources protection.
- Assists the THPO and department staff with requests for cultural and historical interpretation in support of the Tribe's goals and objectives.
- Participates in the development and delivery of cultural resources training as needed.
- Performs other duties, as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

Experience:
- Four (4) years of experience working in Tribal Government, Cultural Resources, or a closely related field.

Education:
- Bachelor's degree in Tribal Governance/Administration, Environmental Science, American Indian 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 Tribal Governance/Administration, Environmental Science, American Indian Studies, or a closely related field.
- Six (6) or more years of experience working in Tribal Government or Cultural Resources Protection.

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.
- Ability to identify cultural resources related compliance issues and report to supervisor.
- Ability to perform grant writing and grant management.
- Demonstrate knowledge of the Tribe's co-management agreements with federal, state and local governments.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills, including the ability to draft project reports and deliver presentations to the Tribe and general community.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrated ability to work as part of a team to accomplish goals and objectives by working cooperatively and in coordination with others.
- 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.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Understanding of the state and federal co-management and stewardship laws and policies, to include but not limited to the National Historic Preservation Act (NHPA), the National Environmental Policy Act (NEPA), the Native American Graves Protection and Repatriation Act (NAGPRA) and related regulations as they apply to the management of cultural resources and tribes.
- 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 Project Specialist** 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 accommodation required to perform these functions:

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_____ _____

Printed name *Signature*

_____

Date