

## JOB DESCRIPTION

**Position: CULTURAL RESOURCES ASSISTANT DIRECTOR**

**Supervisor: Cultural Director**

**Program: Cultural Resources Protection Authority**

**Salary: \$17.81 an hour (Grade: 15/Step: 01)**

**Classification: Exempt**

**Location: Owyhee**

**Open: May 5, 2023**

**Closes: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement.

**Failure to attach required documents will disqualify you from consideration for this position.**

Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

### **Special Considerations:**

This position is subject to pre-employment as well as random drug testing. A complete background check will be conducted as a condition of employment. This individual has access to sensitive Tribal and personal data. This individual represents the Shoshone-Paiute Tribes and must be bondable. Additionally, as this person will need to travel, using personal/Tribal vehicle, a valid driver's license and a clean driving record is required, and incumbent must be insurable under the Tribes' Insurance carrier. (Unless accepted under the provisions of the American Disabilities Act).

## **JOB FUNCTION:**

By Council Resolution in October 2009, the Shoshone-Paiute Tribal Cultural Resources Protection Authority was established to develop, implement and monitor the Cultural Protection Plan adopted into federal law by the Owyhee Public Lands Management Act of 2009. The Assistant Director shall work under the direct supervision of the Cultural Resources Director in the preparation and implementation of the strategic management plan which will guide the operations of the Authority. The Assistant Director will work closely with the Director on the preparation of reports, both financial and programmatic, which reports on the progress toward effectively implementing activities to reach goals and objectives as prescribed by the Chairman and the Cultural Resources Protection Authority, and funding agencies.

Working under the direct supervision of the Program Director, the Assistant Director will assist in developing, implementing, monitoring, and evaluating a program that provides an on-going assessment of the antiquities, cultural and sacred sites and assets, and provides on-going cultural conservation and protection program.

## **SPECIFIC DUTIES:**

- Will become familiar with and implement the Tribe's Cultural Resource Protection Project, authorized by the Owyhee Public Lands Management Act of 2009.
- The Assistant Director will assist the Director in seeking outside funding and utilize funds from Congress through various federal agencies including the BLM's Monitoring Project grant. The Assistant Director shall work closely with the Program Director in reporting goals and objectives as prescribed by the Chairman, Council and funding agencies.
- Must be willing to learn the techniques of field investigation and resource monitoring.
- Will assist in the development and implementation of a plan for cultural, historical and recreational activities in the Owyhee Canyon lands area of southwestern Idaho.
- Will attend meetings with the Program Director and become familiar with government-to-government consultation under ten federal laws, case law and other mandates to the: BLM Boise District; BLM Twin Falls District; BLM Elko District; BLM Battle Mountain District; BLM Winnemucca District; Boise National Forest; Payette National Forest; Humboldt-Toynbee National Forest; US Fish and Wildlife; US Air Force and the Idaho National Guard.
- Will assist the Program Director as needed by being Point-of-Contact (POC) duties 24/7 over cultural resource issues and inadvertent discoveries of burials for federal and state agencies in Idaho, Nevada and Oregon or wherever the Shoshone-Paiute Tribes and their membership are involved or affected.

- Will assist the Program Director in advising the tribal council on proposed federal agency actions, plans and undertakings, receive council comment and review/write/present tribal comment on Environmental Assessments (EA's), Environmental Impact Statements (EIS's), Programmatic Agreements and policy positions in a timely fashion (30 days usually) and in a professional manner to the appropriate agency in government to government fashion.
- Will assist the Program Director and become familiar with the preliminary survey of sites of traditional, cultural and religious significance to the Shoshone-Paiute Tribes in the Owyhee Canyon lands and other lands important to the Shoshone-Paiute Tribes of Duck Valley.
- Will assist the Program Director in the direct drafting and proposing contracts, amendments, and implementation of contract projects, and all other projects associated with the Authority.
- Will develop and maintain an extensive filing system for tracking authorized undertakings, collect, contracts, budget, submitted comments, reports, etc., as well as maintain an archive of tribal history, ethnographic studies, and other important documents.
- Will become familiar with the direct preparation of reports on the general condition of potential threats to the sites identified in the survey.
- Will provide recommendations to the tribal chairman and council regarding how cultural sites may be managed for conservation, protection, Contemporary and on-going uses.
- Will assist the Program Director to meet with state and Federal agencies to coordinate efforts to develop a long-range management plan.
- Will travel extensively by land and air throughout the area to visually identify and monitor the cultural and sacred sites to be conserved and protected.
- Will assist in develop, oversee, direct and implement public education programs.
- Will meet with individual Native people who may provide insight to the significant areas.

**MINIMUM QUALIFICATIONS:**

- Must be a high school graduate or have successfully completed the GED Program.
- Some knowledge of budget preparation, budget submission, budget compliance and budget administration.
- Some knowledge and skill as to local, State and Federal Government laws and regulations.

- Some knowledge of the Owyhee Canyon Lands area and must be familiar with the local Native People.
- Must have a valid state driver's license and be insurable with the Tribes' insurance carrier.
- Must be able to speak Shoshone and or Paiute in order to be able to converse with the elderly Native People.
- Must be highly skilled in verbal and written communication because of the extreme importance of clear and direct communication with local, state and Federal Government Agencies and public and private organizations.
- Must be able to oversee and prepare clearly, logically written reports and recommendations.
- Must be willing to fly with the Program Director to monitor the back country and mountainous terrain.
- Must have the ability to communicate effectively in legal, technical terms as well as common communication terms.
- Must have the ability and skill to effectively communicate verbally and in writing with high middle and ground level agents of local, state and federal agencies.
- Some knowledge of law enforcement, patrol and surveillance techniques.
- Must have the ability to supervise persons trained in law enforcement.
- Some knowledge of accounting methods and bookkeeping.
- Knowledge of specific cultural resource laws and how they apply as well as case law supporting the tribes' unextinguished aboriginal rights and other rights under the US Constitution including (but not limited to) Indian title in Nevada, Idaho and Oregon.
- Must be physically fit enough to encounter rough steep terrain and walk long distances if need be.