

*Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, Nevada 89832, PH: (208) 759-3100, Fax: (888) 476-7269  
Website: [www.shopaitribes.org](http://www.shopaitribes.org), HR Email: [hr@shopai.org](mailto:hr@shopai.org)*

## JOB ANNOUNCEMENT

**Position:** Cultural Director

**Salary:** \$64,812.80 - \$78,707.20 (Grade: 27, Step 01 – 31, Step: 01)

**Department:** Cultural Resources

**Supervisor:** Tribal Chairman/Tribal Council

**Classification:** Non-Exempt

**LOCATION:** Shoshone-Paiute Tribes, Owyhee, Nevada

**Opens: 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 CONSIDERATION:**

This position is subject to random drug testing and a background check as a condition of employment because the incumbent has direct contact with children and may transports children. This individual has access to sensitive personal data. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

**JOB FUNCTION:**

The Cultural Director will be under the direct supervision of the Tribal Chairman and the General Supervision of the Tribal Council. The incumbent will be responsible for the daily operations of the department, program development to advance and preserve the culture, history, and language of the Shoshone Paiute Tribes, and any other services as designated by the Tribal Chairman/Trial Council. The incumbent will also coordinate the efforts between the different agencies, start a cultural assessment of the antiquities, and develop a conservation strategy.

**SPECIFIC DUTIES:**

1. Responsible for all phases of program development, implementation, budget preparations, budget monitoring, contract amendments and approval of development associated projects to advance and preserve the culture, history, and language of the Shoshone Paiute Tribes.
2. Assumes full administrative supervisory responsibility over all personnel within the department.
3. Responsible for identifying alternate and additional resources for funding SPT Cultural department.
4. Manage all issues related to tribal cultural resources and activities – both internal and external to the tribe.
5. Provide oversight of Native American Graves Protection and Repatriation.
6. Provide oversight of Historic Preservation.
7. Will meet with State and Federal Agencies to coordinate efforts to develop a long-range management plan.
8. Create and develop resource material and other resources for use by SPT Tribal community through use of technology and other methods.
9. Support and work cooperatively with appropriate committees, divisions, and departments through formal and informal partnerships to ensure preservation of language and culture.
10. Support local cultural events as requested by departments and other community partners. Work with and provide technical assistance to all Tribal Programs and educational entities as requested.
11. Will conduct a preliminary survey and inventory of sites of traditional, cultural and religious significance to the Shoshone-Paiute Tribes.
12. Coordinate and consult with Federal agencies on Federal undertakings that may affect tribal historic properties and, on any plans, to protect, manage, reduce, or mitigate harm to such properties.
13. Cooperate with Federal and state agencies, local governments, organizations, and individuals to ensure that tribal historic properties are taken into consideration at all levels of planning and development.
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The

duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

17. Will coordinate activities involved in proposing a plan for cultural, historical and recreational activities in the Owyhee Canyon Lands area of Southwestern Idaho.
18. Maintains Communication and reports with Tribal Chairman/Tribal Council on the general condition of potential threats to the sites identified in the survey.
19. Will provide general recommendations to the Tribal Government regarding how these places may be managed.
20. Will travel extensively throughout the area to visually identify and monitor those sites.
21. Will meet with individual Native People who may provide insight to the significant areas.

#### **MINIMUM QUALIFICATIONS:**

- A. Must have a bachelor's degree in arts, history, Native American studies, museum studies or in any other related field.
- B. Must have knowledge of budget preparation, budget submission, budget compliance and budget administration.
- C. Thorough understanding of Native American culture, history, tradition, and artifacts necessary
- D. Knowledge or ability to interpret State and Federal Regulations.
- E. Knowledge of computers and various software packages required.
- F. Must have some knowledge of the Owyhee Canyon Lands area and should be familiar with the local Native People.
- G. Must have a valid state driver's license, travel is required.
- H. Must be able to communicate verbally and in writing with all of the Private, State, and Federal Agencies.
- I. Must be able to submit written reports and recommendations.