



Job Title:	Tribal Historic Preservation Officer (THPO)
Department:	Tribal Historic Preservation Office
Reports To:	Tribal Administrator
Location:	Tribal Administration/THPO Office
Level/Status:	Exempt (E4)/Full-Time
Salary:	\$53,732 - \$65,822 - \$77,912
Open:	February 5, 2018
Close:	Open Until Filled

SUMMARY

The Tribal Historic Preservation Office (THPO) exercises oversight to ensure the preservation, protection, curation and management of our ancestors, sacred objects, archaeological sites, properties/traditional cultural places (TCPs) and archives significant to Pottawatomi history and culture.

ESSENTIAL QUALIFICATIONS

- Bachelor's Degree in Anthropology, History or another field related to historic preservation, OR
- Associate's Degree with at least five (5) years of demonstrated cultural knowledge and experience
- Possesses training and knowledge in historic and cultural preservation laws, regulations, grants and issues
- Demonstrated prior success in researching, writing and managing grants; and demonstrated ability to work with THPO and related granting agencies and other outside organizations
- Ability to understand, gain knowledge and appreciate the differences between various Native American cultures and customs
- Has a passion for Tribal history, culture and traditions and has experience working with Tribal communities
- Understanding of the social, educational, training and cultural needs of the Native American community
- Ability to comprehend and abide by Tribal, Federal and other relevant environmental regulations/codes
- Possesses high ethical standards

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Prepare and implement a comprehensive Tribal Historic Preservation Plan
- Advise and assist, as appropriate, Federal and State agencies and local governments in carrying out their historic preservation responsibilities
- Provide public information, education and training, and technical assistance in historic preservation
- Meet monthly with the MBPI THPO Advisory Review Board and seek guidance and advise them, when appropriate, on Section 106 and National Register of Historic Places (NRHP) duties and events
- Monitor all development, maintenance or other activities initiated by the MBPI Tribal Government that may impact cultural or historic properties on Tribal lands
- Develop and maintain relationships with other Tribes, Native American and Tribal historic preservation and repatriation organizations (e.g., MACPRA) and with other appropriate agencies
- Develop relationships with the Michigan State Historic Preservation Office (SHPO)
- Develop relationships with local units of government in the vicinity of the MBPI trust land and Tribally-owned non-trust land base
- Develop and maintain a cooperative and professional relationship with the National Park Service in carrying out THPO duties and activities
- Curate and catalog artifacts recovered from archaeological survey or excavation work and donated collections
- Create and maintain an archive and a digital database of significant Tribal documents, treaties, oral histories,

- recorded interviews or other appropriate historical documents
- Ensure all language resource collections are satisfactorily maintained and preserved
- Consult with appropriate Federal agencies in accordance with the NHPA (Section 106)
- Cooperate with the Secretary of the Interior, the Advisory Council on Historic Preservation and other Federal and State agencies, local governments and organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development
- Ability to work non-traditional hours and long days when needed
- Ability and willingness to travel as necessary, sometimes frequently

OTHER SKILLS AND ABILITIES

- Ability to maintain strict confidentiality
- Ability to work well independently and with team members and other staff in a team-oriented environment
- Ability to organize and maintain electronic and physical files
- Ability to read and interpret documents
- Excellent verbal and written communication skills
- Capable of multi-tasking in a fast-paced environment with capacity to change priorities quickly
- Demonstrated computer literacy in Microsoft office products, internet research and communications

CONDITIONS OF EMPLOYMENT

- Occasional non-traditional hours including working evenings, weekends and holidays as assigned to meet deadlines
- Ability and willingness to travel for program requirements, meetings and continuing education
- Must possess a valid driver's license, reliable transportation, and be insurable

SUPERVISORY RESPONSIBILITIES

Individual may be required to supervise lower level staff, internship personnel and may supervise contract personnel as assigned.

SECURITY SENSITIVE

This position will have access to information that is security sensitive and thereby subject to additional provisions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. These statements should not be construed as an exhaustive list of all responsibilities, duties and skills required.

All applicants must be able to demonstrate their US work authorization during the employment verification process. The pre-employment process also requires the ability to pass a criminal background investigation and drug/alcohol test.

INDIAN PREFERENCE

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recognizes Native American preference in its hiring and employment policies.

EMPLOYER BENEFITS AND COMPENSATION

The Gun Lake Tribe offers a competitive base salary and benefits package that includes:

- Medical, dental, vision, telehealth, short and long term disability
- Life insurance for the employee, spouse and their dependents
- 401K/Roth retirement plan with employer matching contributions
- Defined Benefit Plan
- Voluntary Benefits: AFLAC and Flexible Spending Account, additional life insurance
- Paid Time Off and Holidays

- Employee Assistance Program

Please submit a cover letter, resume **and application**, to be considered for this position. Applicant information may be submitted via mail, fax, in person or by e-mail. Letters may be sent through U.S. Postal Service, must be postmarked no later than the closing date of the posting period. Please submit your applicant information for the position to one of the following:

Applicant information can be brought in person or mailed to:

E-Mail: jobs@glt-nsn.gov
Fax: (269) 397-1786

Gun Lake Tribe
Attn: Human Resources
2872 Mission Dr.
Shelbyville, MI 49344