

YUROK TRIBE-JOB DESCRIPTION
Cultural Resources Protection Manager

Job Title:	Cultural Resources Protection Manager	Job Grade	9
Department	Cultural Resources Department	Location	Yurok Reservation
Reports To:	THPO/Director	FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	\$56,638.40-\$73,902.40		

POSITION SUMMARY:

Incumbent is under the general supervision of the Tribal Heritage Preservation Officer/Cultural Resources Director. The Cultural Resources Protection Manager serves as the Tribal Archeologist and can complete National Historic Preservation Act (NHPA) compliance for the Tribe. This position oversees the Cultural Resources Protection Program including technicians and monitors. Incumbent will work closely with THPO, Culture and NAGPRA Committees, Executive Staff, and tribal communities to protect Cultural Resources.

DUTIES AND RESPONSIBILITIES:

1. Supervises and directs the day-to-day activities of the staff of the Cultural Resource Protection Program (Field Coordinator, Field Technicians, and other staff as assigned).
2. Conducts archival research, tribal and community consultation, and prepares technical reports meeting the Secretary of Interior Standards for NHPA compliance and documentation requirements.
3. Serves as the principal investigator on NHPA and NEPA compliance studies for cultural and archeological resources.
4. Serves as a project manager for a variety of cultural research projects and grants, as applicable.
5. Develops research designs and supervises staff in cultural resources and archeological field surveys and studies on the Yurok Indian Reservation and throughout ancestral lands.
6. Negotiates projects, scopes of work, task orders, inter-departmental agreements, and professional services contracts for cultural resources studies and compliance projects conducted by Cultural Resources Department staff.
7. Makes professional recommendations for the management and protection of Yurok cultural sites and archeological resources, historic properties under NHPA requirements.
8. Conducts archeological damage assessments and prepares professional quality Archeological Damage Assessment Reports for ARPA investigations.
9. Assist with NAGPRA claims and the Yurok Tribe's Cultural and Art collections when needed
10. Design and administer special projects which further the constitutional mandates of the Tribal Council.
11. May be assigned other duties as required

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position.

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DESIRABLE QUALIFICATIONS:

1. Experience in working with tribal governments and federal, state, and local governments in cultural resources management.
2. Ability to establish and maintain cooperative working relationships with the community
3. Knowledge of federal and state environmental, cultural resources, and historic preservation laws, requirements, and mandates for compliance including NEPA, NHPA, ARPA, NAGPRA, and CEQA.
4. Knowledge of Yurok and Northwest Californian Indian culture and history.
5. **Cultural knowledge of the Yurok Tribe.**
6. Knowledge of non-indigenous archeology and history.
7. Demonstrated knowledge of local tribe's care and conservation standards.
8. Successful completion of graduate level coursework in Native American studies, history, and issues unique to Native Americans and archeology.

MINIMUM QUALIFICATIONS:

1. Must have a minimum of a Bachelor Degree in Anthropology with specialized coursework in archeology and cultural resources management and at least two years supervised, professional experience as an archeologist.
2. Must have 2-4 years experience serving as a Principal Investigator on archeological, cultural resources, NHPA and NEPA compliance studies.
3. Must have a valid Drivers License and automobile insurance at the time of employment.
4. Must be able to hike long distances and navigate in rugged and remote terrain.
5. Must have the ability to establish and maintain cooperative working relationships with the Yurok and reservation community.
6. Must incorporate traditional Yurok culture, cultural values, and history into fieldwork and reports.
7. Knowledge and experience with archeological, cultural resources, historic preservation and environmental law as it relates to cultural resources management and compliance.
8. Demonstrated ability to prepare technical studies and compliance reports to current archeological professional standards.

EDUCATION/EXPERIENCE:

Must have a minimum of a Bachelor Degree in Anthropology or a related field that includes the successful completion of coursework in cultural resources law, archeological theory, history of archeology, archeological methods, graduate level archeological field school, research design, cultural anthropology, environmental science, geosciences, and a minimum of 2 years supervised experience as a field archeologist.

CONDITIONS OF EMPLOYMENT:

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1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
4. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
5. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Must be able to hike long distances and navigate in rugged and remote terrain.
6. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date