



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Cultural Resources Protection Manager		
<b>JOB GRADE:</b>	9	<b>REPORTS TO:</b>	THPO Director
<b>STATUS:</b>	Exempt	<b>LOCATION:</b>	Yurok Reservation
<b>DEPARTMENT:</b>	Cultural Resources	<b>DIVISION:</b>	Executive Branch
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$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. The 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. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. Bachelor's degree in related field with two years job specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Candidates with equivalent combinations of education, training and experience will be considered.

### **SUPERVISORY RESPONSIBILITIES:**

This is a supervisory position.

**MINIMUM QUALIFICATIONS:**

1. Must have a minimum of a bachelor's 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 Driver's 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.
9. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**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.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol 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. Must pass a background investigation and fingerprint clearance.

**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.

**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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date