
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe

**Karuk Dental Clinic**

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

POSITION DESCRIPTION

- Title:** Tribal Historic Preservation Officer/Archaeologist
- Reports To:** Chairman or Delegate
- Location:** Happy Camp/Somes Bar/Orleans
- Salary:** \$43,000 to \$54,000 DOE
- Summary:** Under the supervision of the Tribal Chairman or Delegate and the guidance of the Karuk Resources Advisory Board (KRAB) the Tribal Historic Preservation Officer/Archaeologist is responsible for identifying specific tribal goals, objectives, and activities to promote historic and cultural preservation, and carrying out the tribe's responsibilities under the National Historic Preservation Act and Western Klamath Restoration Partnership Cohesive Strategy Demonstration Area Agreement. The Tribal Historic Preservation Officer/Archaeologist shall assure active ID Team participation in NEPA planning as part of their "advise and assist" role. Partnership related duties include archaeological and cultural field surveys, compilation of NEPA specialist reports, implementation monitoring, and oversight of Archaeological Technicians as required by project deliverables.

Classification: Full Time, Regular, Exempt

Responsibilities:

1. Assist with the development of fuel treatment and other projects based on presence of archaeological and/or cultural resources.
2. Document tribal practices dependent on the use of fire as a land management tool, and to preserve plant and animal species that depend on habitats maintained by frequent fire.
3. Correlate resource gathering/processing areas with ceremonial and subsistence practices, principles, and/or uses.
4. Identify landscape level eco-cultural resource management units.
5. Must adhere to the THPO grant agreement provisions.
6. Oversees all contractors engaged with the Tribe for activities in the area of historic preservation and cultural resource management.

7. Establishes and maintains relationships with the State and Federal governments pertaining to all aspects of historic preservation and cultural resource management.
8. Manage cultural monitoring pool, establish protocols and coordinate training for ongoing monitoring needs, in conjunction with Human Resources and TERO.
9. Participates in implementation and oversight of field work for historic preservation and cultural resource management projects, as necessary.
10. Maintain working knowledge of all relevant Federal, State and Tribal regulations effecting historic preservation and cultural resource management.
11. Shall be available for local and out of the area travel as required for job related training.
12. Shall coordinate and/or attend all required meetings and functions as requested.
13. Shall compile written reports to Council monthly and attend face to face meetings with Council on a quarterly basis or as otherwise instructed.
14. Shall coordinate Karuk Resource Advisory Board meetings regularly.
15. Shall seek continuation funding to cover the costs associated with the “advise and assist” portion of the THPO role.
16. Ensure all grant and program related reports that directly fund this position and associated contracts are completed and filed in a timely manner.
17. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Strong computer skills including databases, Microsoft Office programs, and knowledge of and experience with GIS
5. Field surveys, ability to read a topographic map, GPS data collection, create site records, and carry out other field mapping and data collection.
6. Research reference materials, interview sources.
7. Good writing skills in order to prepare cultural resource survey reports and site records.

8. Familiarity with regulations and standards of various regulatory and credentialing groups relevant to historic preservation and cultural resource management.
9. Possesses experience related to historic preservation and cultural resource management and be willing to upgrade formal knowledge on a regular basis.
10. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Knowledge of the traditions, culture and history of the Tribes of Northwestern California.
2. The demonstrated ability to work within Native American Communities.
3. Requires graduate level degree (MA or PhD) in Archaeology, Anthropology, History, or related field. Meet the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) in Archaeology.
4. Demonstrated ability as a writer/editor.
5. Supervisory experience preferred.
6. Requires ability to use Microsoft Office Suite programs, ArcGIS, and Adobe Photoshop, as well as other computer programs that help gain efficient operations.
7. Knowledge and understanding of Sections 106 and 110 of the National Historic Preservation Act.
8. Knowledge and experience in NAGPRA and IACA policies desired.
9. Knowledge of interagency agreement on historic preservation preferred.
10. Knowledge of National Environmental Policy Act (NEPA) desired; experience as a heritage resource NEPA specialist preferred.
11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must adhere to confidentiality and HIPAA policies.
13. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: October 2, 2014

Chairman's Signature: _____

Employee's Signature: _____