
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**Administrative Office**

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

Karuk Dental Clinic

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

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

People's Center Coordinator/Tribal Historic Preservation Officer
Salary, DOE
Full Time, Regular, Exempt

This is a full time position working at Karuk Tribe Administration Office, Happy Camp, CA

The People's Center Coordinator shall be responsible for the Day-to-day management and direction of the Center. Shall plan and develop center programming, shall be responsible for coordinating regular meetings and planning functions with the Center's Museum Advisory Board, shall be responsible for development, management, care and use of Center's object collections and archival materials.

Under the supervision of the Tribal Council the Tribal Historic Preservation Officer is responsible for identifying specific tribal goals, objectives, and activities to promote historic and cultural preservation, and carrying out the tribes responsibilities under the National Historic Preservation Act. Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO)** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Human Resources Office in Happy Camp no later than 5pm, Friday, October 26, 2012.

Position Posted On: 10/15/2012 4:31 PM

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POSITION DESCRIPTION

Title: People's Center Coordinator/Tribal Historic Preservation Officer

Reports To: Chairman

Location: Happy Camp

Salary: DOE

Summary: The People's Center Coordinator shall be responsible for the Day-to-day management and direction of the Center. Shall plan and develop center programming, shall be responsible for coordinating regular meetings and planning functions with the Center's Museum Advisory Board, shall be responsible for development, management, care and use of Center's object collections and archival materials.

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Classification: Full Time, Regular, Exempt

Responsibilities:

1. Day-to-day management and direction of the Center.
2. Supervision of Sales Clerk/Program Assistant and other staff and consultants that may be hired in the future.
3. Planning and development of the Center's programming including classes, public programs and exhibitions.
4. Project management, reporting, and implementation of all assigned grant related programs.
5. Coordinate regular meetings and planning functions with the Center's Museum Advisory Board.
6. Monthly reporting to the Center's Museum Advisory Board and the Karuk Tribal Council.
7. Overall planning, direction and management of the People's Center.

8. Responsible for coordinating with the Tribes Planners/Grant Writers/ Resource Developers to develop proposals to fund Peoples Center program. Will work with that department to develop skills in proposal submission.
9. Responsible for the development, management, care and use of the Center's object collections and archival materials.
10. Promotion and advertising of assigned Center programs.
11. Must adhere to the THPO grant agreement provisions.
12. Oversees all contractors engaged by the Tribe for activities in the area of historic preservation and cultural resource management.
13. Establishes and maintains relationships with the State and Federal governments pertaining to all aspects of historic preservation and cultural resource management.
14. Directly participates in field work for historic preservation and cultural resource management projects, as necessary.
1. Maintain knowledge of all Federal, State and Tribal regulations relevant to historic preservation and cultural resource management. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
15. 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. GIS experience desired.
5. Familiarity with regulations and standards of various regulatory and credentialing groups relevant to historic preservation and cultural resource management.
6. Possesses experience related to historic preservation and cultural resource management and be willing to upgrade formal knowledge on a regular basis.
7. 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. Bachelor's degree; or equivalent experience and knowledge of historic and cultural preservation issues, regulations, and activities.
4. Minimum of two years as an administrator or manager.
5. Demonstrated ability as a writer/editor.
6. Supervisory experience.
7. Experience in recruitment and oversight of the activities of volunteers.
8. Demonstrated ability to coordinate special projects and events.
9. Computer knowledge in word processing, spreadsheets, and input and maintenance of databases is highly desired.
10. Knowledge and understanding of Section 106 of the National Historic Preservation Act.
11. Knowledge and experience in NAGPRA and IACA policies desired.
12. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
13. Must adhere to confidentiality and HIPAA policies.
14. 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: April 9, 2009, Revised December 2010, Approved October 2012,

Chairman's Signature: _____

Employee's Signature: _____