



PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT



OPEN: **NOVEMBER 30, 2018**

CLOSES:

DECEMBER 20, 2018

JOB TITLE: **ASSISTANT TRIBAL HISTORIC PRESERVATION OFFICER (THPO)**

DEPARTMENT: **HISTORIC PRESERVATION**

REPORTS TO: **Assistant DIRECTOR – HISTORIC PRESERVATION**

HOURS: **40 HRS/WK – FULL TIME**

POSITION SUMMARY:

This position requires a detailed oriented person responsible for assisting the THPO/Assistant Director with protecting the Tribe's cultural and archeological resources. Must have a basic understanding of federal and local regulations relating to procedural requirements of the permitting jurisdiction. Works with records associated with both recorded and unrecorded sites that pertain to off reservation cultural sites and traditional culture places.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Acts as the 2nd contact for consultation regarding off-reservation Section 106 of the National Historic Preservation Act, NEPA, SEPA and all other projects requiring cultural input for permitting review of historical and cultural places of importance to the Puyallup Tribe of Indians. This includes interacting with team members in order to schedule meetings.
2. Receives incoming project notifications, assesses and prioritizes project responses, prepares correspondence using the approved response letters, makes copies for Cultural Team if warranted, sets up meetings for Project Notification's in the Puyallup Tribe's Usual and Accustomed areas. Visits sites in the Puyallup Tribe's Usual and Accustomed areas and identifies middens and other culturally sensitive material or sites, and follows the procedures established by the Cultural Team to notify and work with appropriate jurisdictions. Maintains detailed records and knowledge of prehistoric archaeological sites in the Puget Sound area that are culturally relevant to the Tribe.
3. Assists THPO/Assistant Director with identifying and nominating eligible properties to the National Register and otherwise administer applications for listing historic properties on the National Register;
4. Prepares all necessary reports for use by the Cultural Team when identifying a site as culturally sensitive to the Puyallup Tribe.
5. Researches databases (PT Historic Preservation Office, State Historic Preservation Office etc.) and reviews literature for any significant information regarding impacts to historical and cultural sites of the Puyallup Tribe.

6. Meets with proponents or their official designee, sometimes off site, regarding formal consultation as to potential impacts caused by a proposed project to sites of interest to the Puyallup Tribe.
7. Manages a safe system for confidential records.
8. Organizes and checks information for accuracy and has ability to interpret details and develop a conclusion regarding impacts to cultural places. Maintains a filing system depicting/ mapping of cultural places of interest to the Tribe.
9. Performs ongoing research regarding data important to add to the PTOI Historic Preservation Office database including burial sites and other traditional places.
10. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree (BS/BA) in anthropology/archeology or related field from an accredited four-year college and 2 years of experience in Cultural Resource Management and/ or training in a related position ; additional related education may be considered in lieu of experience. Must have knowledge of Tribal history and culture. Intermediate computer skills in word processing and spreadsheets are required (Word and Excel). Previous database experience is preferred.

Language Skills

Ability to read, analyze and interpret general business periodicals, professions journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, Tribal members, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Requirements

Must have and maintain a valid and unrestricted Washington State driver's license. Driver's license must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is moderate.
- The physical exertion is low to moderate.
- Work is generally performed in an office setting, however, this position is required to visit work sites and may be exposed to inclement weather conditions.
- There are frequent contacts and interruptions during the day.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

APPLY ONLINE AT [HTTP://PUYALLUP-TRIBE.COM/EMPLOYMENT/](http://PUYALLUP-TRIBE.COM/EMPLOYMENT/)

IF YOU HAVE ANY QUESTIONS ABOUT THE ONLINE APPLICATION CALL 253-573-7863 OR EMAIL JOBS@PUYALLUPTRIBE-NSN.GOV