



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Tribal Historic Preservation Officer

DEPARTMENT: Executive & Management Staff

LOCATION: Offsite – Wichita History Center

REPORTS TO: Tribal Administrator

JOB SUMMARY:

Tribal Historic Preservation Officer is responsible for the daily administration and overall operations of the Tribal Historic Preservation Program. The Wichita Cultural Advisory Review Board will advise the THPO on properties to be considered for the National Register nomination process.

CORE DUTIES AND RESPONSIBILITIES:

1. Shall be primarily responsible for overall management of the grant(s) by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable grant regulations.
2. Composes and submits annual grant applications and proposals to funding agencies, also actively seeks and applies for funding from additional resources.
3. Responsible for developing and monitoring operating budgets and insures that expenditures are in compliance with grant regulations, inclusive of either Tribal Cash Match or In-Kind costs as applicable.
4. Prepares and submits mandatory progress, statistical, and narrative reports for all program components as required by the funding agency. Ensures financial reports have been submitted in a timely manner.
5. Supervises program staff and implements personnel functions including program specific training, evaluating work performance, and disciplinary actions.

6. Responsible for cooperation with Federal and State agencies, local governments, and private organizations and individuals, direct and conduct a comprehensive Statewide survey of historic properties and maintain inventories of such properties.
7. Identify and nominate eligible properties to the National Register and otherwise administer applications for listing historic properties on the National Register.
8. Prepares and implements a comprehensive Tribal historic preservation plan. Administers the State program of Federal assistance for historic preservation within the State.
9. Advises and assists, as appropriate, Federal and State agencies and local governments in carrying out their historic preservation responsibilities.
10. Cooperates with the Secretary of the Interior, the Advisory Council on Historic Preservation, and other Federal and State agencies, local governments, and organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development.
11. Consult with appropriate Federal agencies and the National Historic Preservation Act on Federal undertakings that may affect historical properties; and the content and sufficiency of any plans developed to protect, manage, or to reduce or mitigate harm to such properties.
12. Attend training opportunities, including but not limited to, participation any environmental quality work groups or emergency management response where tribal properties are affected. Provides public information, education and training, and technical assistance in historic preservation.
13. Composes and processes outgoing correspondence, public notices, and press releases. Processes procurement requests and travel documents.
14. Performs other duties, as assigned and within the scope of the position

EDUCATION AND EXPERIENCE:

1. Prefer a Bachelor's Degree from an accredited college/university in History, Archaeology, Anthropology, or related field.
2. Prefer at least three (3) years of work experience in cultural resources, historic preservation, grant management or a combination.
3. Knowledge of Historic Preservation Policies & Procedures and applicable federal, state, local and tribal laws, regulations and requirements. Able to interpret and follow applicable federal, state, local and tribal laws, regulations and requirements.
4. Must possess skills in communication, both oral and written, and have the ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds.

5. Able to demonstrate strong organizational skills with the ability to prioritize, and foster team effort and cooperation with co-workers and supervisors in a professional manner.
6. Ability to analyze situations and pursue appropriate courses of action; be persuasive and tactful in controversial situations; work under tight time constraints; meet deadlines, adapt to changing priorities and work well under pressure; and effectively conduct research, analyze information and interpret data.
7. Be computer literate and able to operate software for letter processing and spreadsheets.
8. Maintains confidentiality of all privileged information.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate.

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. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants. This position may work outside of the normal work week.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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| EMPLOYEE | DATE |
| DEPARTMENT SUPERVISOR | DATE |
| TRIBAL ADMINISTRATOR | DATE |

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.