



# HOH INDIAN TRIBE

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Forks WA 98331

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<b>Job Title</b>	Tribal Historic Preservation Officer (THPO)
<b>Department</b>	Natural Resources
<b>Reports To</b>	Director, Natural Resources
<b>Status</b>	Permanent /Full or Part Time (30-40 hours)
<b>Salary Range</b>	DOE
<b>Location</b>	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

## Position Summary:

The THPO will administer the Tribal Historic Preservation Program whose mission is to promote, protect, preserve and manage all matters relating to Hoh Tribal cultural resources. This position will be responsible for coordinating cultural restoration and preservation with special emphasis on Native American Graves Protection & Repatriation Act (NAGPRA), development of a cultural center, regulatory policies, National Historic Preservation Act (NHPA) Sec. 106, and archival preservation. This position will consult with Federal and State agencies regarding the Tribe's historic preservation and cultural resources. This position requires the ability to work independently as well as part of a team, possess good oral and written communication skills, be able to apply good organizational, clerical and planning skills, and be proficient in the usage of basic computer skills. The THPO will coordinate Tribal Historic Preservation efforts by maintaining and adhering to the requirements of the THPO grant through the National Park Service.

Preference for this position will be given to an enrolled Hoh Tribal member with historical knowledge of the Hoh Tribe's culture and a strong commitment to preserving it. Applicants who are not Hoh Tribal members must possess an anthropology, archeology, or related degree.

For an enrolled Tribal Member, the Hoh Indian Tribe will provide a scholarship for tuition, books and other related expenses for a college education at an accredited college in the fields of anthropology, archeology, history (native emphasis), or related fields. In order to receive the scholarship, the THPO will be required to commit to remaining in the position for 6 years after the completion of the paid education lest the expenses be paid back equal to the amount of scholarship money received. The Hoh Tribe may garnish the percapita payments of any Hoh Tribal Member who receives the scholarship but fails to remain in the THPO position for the required period of time and fails to repay the amount of the scholarship within 12 months.

**Duties include but are not limited to:**

- Program development, implementation, budget monitoring and evaluation
- Identification of alternate and additional resources for funding cultural resources management activities
- Establish and maintain a professional relationship with surrounding tribal, local, state and federal governments, private individuals and organizations pertaining to all aspects of historic preservation and cultural resource management.
- Under the direction of the Natural Resources Director, oversee all contracts engaged by the Hoh Tribe for activities in the area of historic preservation and cultural resource management
- Conducts all aspects of cultural resource consultation (NHPA section 106, SEPA, NEPA, NAGPRA, and other) for the Tribe with local, state and federal agencies, including attending meetings, correspondence, and research.
- Conducts or facilitates field work, field reconnaissance, and construction cultural monitoring as needed.
- Maintains and updates archaeological collections catalog, as well as periodically revising exhibits of archaeological and cultural materials.
- Attends and periodically presents at professional conferences and meetings.
- Prepares written quarterly and annual department progress reports.
- Coordinate comprehensive surveys of historic properties and maintain inventories of such properties in cooperation with Tribal Governments, Federal and State agencies, local governments, and private organizations and individuals.
- Assist in evaluating permit applications for construction activities that could include the discovery, disturbance, excavation or removal of cultural/archaeological resources.
- Establish and maintain good relationships and agreements with museums and federal agencies regarding repatriation of tribally affiliated human remains and sacred objects.
- Provide public information, education, training, and technical assistance in historic preservation via presentations and planned activities.
- Advise and assist, as appropriate, Tribal Governments, Federal and State agencies and local governments in carrying out their historic preservation responsibilities within the Hoh Tribal Usual and Accustomed territory as well as any other area with cultural or religious sites important to the tribe

**Physical Demands**

- Requires standing and/or sitting for sustained periods of time.
- Must be able to lift and/or move up to 50 lbs.
- Requires repetitive movement of the fingers, wrists and hands.
- Ability to lift objects from a lower to higher position and/or horizontally.
- Occasionally involves field work in inclement weather

**Experience and Education**

- High School Diploma or GED equivalent for a Hoh Tribal member with cultural knowledge
- Anthropology, archeology, or related degree for non-member
- Knowledge of or ability to quickly learn THPO policies and functions

- Knowledge of or ability to learn standard archival preservation techniques for conservation of cultural documents and objects.
- Must be proficient or able to learn at internet-based research, database management software and Microsoft programs such as word, power point and excel.
- Must demonstrate knowledge of culture and history of the Hoh Tribe.

#### **Other Requirements**

- Must possess a valid and unrestricted Washington State Driver's License (or able to attain one within the probationary period of 90 days) and be insurable under the Tribe's existing automobile insurance.
- Excellent organizational, oral and written communication skills.
- Ability to communicate effectively and diplomatically with Tribal staff, State and Federal Agencies and other relevant groups
- Ability to work with people from diverse cultures, ethnic and socio- economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity
- Able to travel frequently and access areas of interest
- Be professional in demeanor and appearance

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.