HOH INDIAN TRIBE
HUMAN RESOURCES
P.O. Box 2196, Forks, WA 98331
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Job Title	Tribal Historic Preservation Officer
Department	Natural Resources
Reports to	Director of Natural Resources
Status	Permanent/ full time
Salary Range	$26.55-$35
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

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 the 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 use 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.

Duties and Responsibilities:

The duties of this position include, but are not limited to:

- THPO program development, implementation, budget monitoring and evaluation
- Identification of alternate and additional grants or resources for funding cultural resources management activities
- Establishment and maintenance of 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
- Conduct 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
- Conduct or facilitates fieldwork, field reconnaissance, and construction cultural monitoring

- Maintain and update the archaeological collections catalog, as well as periodically revising exhibits of archaeological and cultural materials
- Attend and periodically present at professional conferences and meetings.
- Prepare written quarterly and annual department progress reports
- Coordinate comprehensive surveys of historic properties and maintains 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
- Develop and conduct cultural programs for Hoh Tribal youth, adults, and elders

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.

Skills and Specifications:

- 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 insured 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.
- Ability to work weekend and evening hours when required.
- Be professional in demeanor and appearance.

Education and Qualifications:

- High School Diploma or GED equivalent
- Five years of experience and/or education related to the duties of the position, which include the following:
    - Knowledge of or ability to quickly learn THPO policies and function

- 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
- **Education** involving a bachelor's degree or higher in anthropology, archaeology, or closely related field.

- Examples of how to qualify:
  - 5 years of experience in Tribal government, consultation, or closely related field as described above.
  - 1 year of experience AND a bachelor's degree or higher in anthropology, archaeology, natural resources, or closely related field.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, the will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, 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 must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.