



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

<b>Position:</b>	Director
<b>Department:</b>	Administration
<b>Class:</b>	Full-Time
<b>Location:</b>	Bartlesville, OK
<b>Immediate Supervisor:</b>	Tribal Manager

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### **GENERAL DESCRIPTION:**

The Director is responsible for all activities within Historic Preservation. This position will be expected to exercise a full range of managerial, professional and interdisciplinary duties as assigned by the Tribal Manager that may include, but not limited to, work in the following three distinct areas. The first will include consultations and research carried out under the Native American Graves Protection & Repatriation Act; 2<sup>nd</sup> area - daily consultations with agencies and private contractors in compliance with the National Environmental Policy Act and Section 106 of the National Historic Preservation Act; 3<sup>rd</sup> - to provide guidance on, and the development, of internal and external policies as well as specialized expertise to the Chief, Tribal Council and Staff. Depending on the employee's training/experience, this may include but is not limited to archaeology and anthropology field applications; legal analysis and monitoring of case law, rule-making or new legislation; federal Indian Law analysis; drafting of instruments such as bilateral agreements and programmatic agreements; drafting of tribal council resolutions to articulate tribal intent and achieve program objectives; coordination, cooperation and deconfliction among

the three Delaware tribes. The position may also include applying for and carrying out grant projects within the areas the Delaware Tribe of Indians had a historic presence, which includes properties that may have religious, cultural, or historic significance to Indian tribes.

**QUALIFICATIONS:**

5-7 years of managerial experience

Requires a high level of confidentiality, personal integrity, teamwork, and ethics

Professional attitude and appearance

Solid written and verbal communication skills

Ability to be resourceful and proactive when issues arise

Excellent organizational skills and a customer service attitude

Multitasking and time-management skills, with the ability to prioritize tasks

Familiarity with project management and planning concepts

Requires the ability to use Microsoft Office Suite programs.

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

**DUTIES AND RESPONSIBILITIES:**

Conducts development projects to improve department operations; develops new plans and strategies for program design, implementation, and exhibit acquisition.

Promotes facility funding and marketing by searching and applies for grant and sponsorship opportunities; and distributing marketing advertisements locally and online.

Partners with outside organizations to maintain facilities operation; discuss current tourism trends; and create attractive programming.

Coordinates the daily operations of the department, including opening and closing the facility;, financial, and inventory documentation;

Reviews and maintains a variety of reports, records, and other historical documentation.

Plans and coordinates public programs and events that promote community involvement.

Works with history and cultural organizations to share our historical treasures.

Provides excellent and personal customer service via phone/email.

Manages a volunteer workforce of adults and youth who want to share their passion for history.

Assists in taking care of historic and natural resources through proper management practices.

Other duties as assigned by the Historic Preservation Director

**INDIAN PREFERENCE POLICY:**

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.