



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Reviewed and Approved 10/25/2023

Position:	Historic Preservation Generalist
Department:	Administration
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Historic Preservation Officer (THPO)

GENERAL DESCRIPTION:

The Tribal Historic Preservation Officer (THPO) runs all operations of the Historic Preservation Office and is responsible for the review of all federal and local undertakings that occur within the tribe's current jurisdiction including the areas where the Delaware Tribe of Indians had a historic presence, which includes properties that may have religious, cultural, or historic significance to Indian tribes.

QUALIFICATIONS:

College Degree in History, Anthropology, Tribal Studies, or similar study with a field school and/or must complete approved Cultural Specialist Program

5-7 years of managerial experience with a professional attitude and appearance
Requires a high level of confidentiality, personal integrity, and ability to work on a team

Excellent written and verbal communication skills, with the ability to be resourceful and proactive when issues arise

Excellent organizational skills and a customer service attitude

Familiarity with project management and planning concepts needed. Multitasking and time-management skills are necessary with the ability to prioritize tasks.

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.

Must have grant writing and reporting experience.

DUTIES AND RESPONSIBILITIES:

Coordinates the daily operations of the department, including: opening and closing the facility (when applicable); financial and executive reporting; and inventory documentation.

- Conducts development projects to improve department operations; develops new plans and strategies for program design, implementation.
- Promotes facility funding and marketing by searching and applies for grant and sponsorship opportunities; and distributing marketing advertisements locally and online.
- Reviews and maintains a variety of reports, records, and other historical documentation.
- Provides excellent and personal customer service via phone/email.
- Overseas volunteer workforce program and actively searches for new opportunities.

The DTHPO shall facilitate inter-tribal cooperation, coordination and deconfliction among the three Delaware Tribes; be responsible for actively participating in the trilateral coalition of tribes (DELAWARE NATION, DELAWARE TRIBE OF INDIANS, and STOCKBRIDGE MUNSEE COMMUNITY) to accomplish all Delaware Tribe of Indians work related to the historic preservation, repatriation, and reburial of our common Ancestors.

This position will review all federal undertakings that occur within the tribe's current jurisdiction and acknowledged aboriginal lands, and any other locations that may have religious, cultural, or historic significance to the DELAWARE TRIBE OF INDIANS. When the department has 2 filled positions a focus can be applied to PA, NY, NJ, MD, DE, MA, CT, IL, IN, OH, VA, and West Virginia; Assists in taking care of historic and natural resources through proper management practices. Partners with outside organizations to acquire and maintain facilities and create, plan, and coordinate attractive programming.

Monitors activities associated with heritage resource laws, maintaining up-to-date knowledge of any changes in statutes, regulations or policies that may have an effect on Tribal Governance or programs; Triage projects when necessary to ensure high-risk undertakings receive priority;

Helps distinguish the need for consultation with other Tribal Governments as well as consultation with individuals and practitioners, institutions, and state or federal government; Serves as consulting official when consultation is warranted to protect tribal historic preservation interests.

- Serves as tribal representative and consulting official for developing and negotiating inter-agency bilateral agreements such as MOAs, MOUs, and programmatic agreement to serve program objectives;
- Serves as in-house expert on Federal Indian Law and Policy; designated liaison with land management agencies such as Park Service and Forest Service;

Develops training programs, provides teaching and learning opportunities to citizens and others on a full range of federal and tribal relationships, including pre-history, history, treaty law, summary of important court decisions, and policy review and analysis.

Prepares Tribal Council Resolutions

Oversee review and monitoring of NAGPRA Notices of Inventory Completion; Serve as signatory and when needed consulting official for NAGPRA claims for repatriation and reburial agreements; Monitor undertakings for inadvertent discovery of human remains; Assist with preparations for reinterment of repatriated Ancestors and cultural items.

Prepares appropriate responses to project notifications, including submitting invoices for payments to Tribe; Other duties as assigned by the Tribal Operations Manager

INDIAN PREFERENCE POLICY:

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