



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Tribal Historic Preservation Officer
Department:	Administration
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Tribal Operations Manager

GENERAL DESCRIPTION:

The Tribal Historic Preservation Officer (THPO) reviews all federal undertakings that occur within the tribe's current jurisdiction. As well as 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 coordinate public programs and events that promote community involvement.

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 Cultural Resources 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.