

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Tribal Historic Preservation Officer

SALARY RANGE: \$44,578-\$71,325 DOE

DEPARTMENT: Cultural Preservation

POSITION STATUS: Full Time, Exempt

SUPERVISOR: Governor

JOB POSTING ID: THPO-24276

Period to Apply: 6/27/24 – until filled.

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent is responsible for identifying specific tribal goals, objectives, and activities to promote historic and cultural preservation, and carry out the tribe's responsibilities under the National Historic Preservation Act. The Tribal Historic Preservation Officer (THPO) shall ensure active participation in National Environmental Protection Act (NEPA) planning as part of their "advise and assist" role. Partnership related duties include archaeological and cultural field surveys, compilation of NEPA specialist reports, implementation monitoring, and oversight of Archaeological Technicians as required by project deliverables. The incumbent is responsible for various cultural preservation activities such as planning, intergovernmental relations, implementing educational programs, and ensuring the confidentiality of the department's data and information.

TYPICAL FUNCTIONS:

- Develop and maintain short- and long-term plans for the Cultural Preservation Department.
- Document tribal practices dependent on the use of fire as a land management tool, and to preserve plant and animal species that depend on habitats maintained by frequent fire.
- Assess resource gathering/processing areas for their contributions to ceremonial and subsistence practices, principles, and/or uses.
- Adhere to the THPO grant agreement provisions, seek, and implement funding, and manage the expenditure of funds in accordance with applicable Federal, State and Tribal laws and regulations.
- Oversee all contractors engaged with the Pueblo for activities in the areas of historic preservation, historical restoration, and cultural resource management.
- Act as liaison with local, state, and federal agencies regarding any applicable circumstance, such as monitoring legislation and court cases that may impact Santo Domingo Pueblo cultural artifacts, sacred sites, archaeological or anthropological evidence, as well as managing consultation pertaining to the Native American Graves Protection & Repatriation Act (NAGPRA), the National Environmental Protection Act (NEPA), and Environmental Assessments (EA).

- Establish and maintain relationships with the State and Federal governments pertaining to all aspects of historic preservation and cultural resource management.
- Maintain working knowledge of all relevant Federal, State, and Tribal regulations affecting historic preservation, historical restoration, and cultural resource management.
- Conduct and/or supervise education programs about cultural preservation issues and best management practices regarding artifacts, photography and other areas of Tribal history and sovereignty.
- Work with other Santo Domingo Pueblo departments and staff to ensure appropriate cultural preservation practices throughout the pueblo.
- Ensure all grant and program-related reports that directly fund this position and associated contracts are completed and filed in a timely manner.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to confidentiality, handling, and tracking of equipment, budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance impropriety or wrongdoing.

- **Teamwork**

All Santo Domingo Pueblo employees must work effectively with department members and members of other departments to resolve common issues or problems as well as seek out and listen to others' perspectives on how to complete assignments. Employees must keep their supervisors and subordinates informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Manage Resources**

Incumbent in this position must appropriately allocate a variety of resources that may include materials, money, facilities, and equipment. The incumbent must have the ability to assess needs and track progress.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. The incumbent is required to consider multiple options, information sources, and development of contingency plans in the course of their work.

- **Vision**

Incumbent in this position must have the ability to understand how an organization must constructively react to internal and external trends and influences, and have the ability to act upon a vision and energize others to join the effort

- **Field Survey Knowledge**

Incumbent in this position must have the ability to read a topographic map, perform GPS data collection, create site records, and carry out other field mapping and data collection.

MINIMUM QUALIFICATIONS:

- **Tribal Members Preferred.**

- Associate degree in anthropology or related field **AND** 5 years working in cultural preservation. or an equivalent combination of education and experience including serving in the capacity as a tribal/cultural leader.
- Must meet all traditional requirements for this position.
- Fluent in the Keres language.

- Knowledge of the traditions, culture, and history of the Tribes of New Mexico.
- Knowledge and understanding of Sections 106 and 110 of the National Historic Preservation Act.
- Knowledge and experience in NAGPRA policies desired.
- Knowledge of interagency consultation on historic preservation preferred.
- Knowledge of National Environmental Policy Act (NEPA) desired; experience as a heritage resource NEPA specialist preferred.
- Knowledge of federal, state, and tribal laws regarding Native American cultural preservation.
- The ability to work extended hours, including weekends, evenings, or holidays may be required.
- Strong computer skills including databases, Microsoft Office programs, and knowledge of and experience with GIS.
- Must satisfactorily pass a background check.
- Must be 21 years of age for insurance purposes.
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblo's liability insurance requirements and maintain eligibility for insurance.
- Covid-19 vaccination required. Reasonable accommodation considered.

HOW TO APPLY

Please submit a complete application packet.

- By email: HR@kewa-nsn.us
 - Subject line: **Tribal Historic Preservation Officer – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume

Incomplete application packets may delay or exclude consideration of your application.