

http://www.srpmicjobs.com/job_details2.asp?JobID=354312

Salt River Pima-Maricopa Indian Community
Cultural Preservation Program Supervisor

Job Description

Under general supervision of the Cultural and Environmental Services Manager, conducts and oversees cultural preservation projects within the boundaries of the Community, including management of archaeological sites, promoting education regarding the Pima and Maricopa cultures, and consulting with outside agencies on state and federal laws pertaining to cultural resource compliance. This position is treated as an FLSA exempt position.

Tasks: Administers and evaluates cultural resource programs. Assists staff in developing a program management plan for archaeological sites. Assigns work projects and goals and monitors their accomplishment. Guides and develops employees in the accomplishment of their duties and professional growth, writes and conducts performance evaluations, and helps plan the division's staffing and budget requirements. Inventories all SRPMIC cemetery plots and develops a program for the management of the cemetery. Oversees community cemetery requests for gravesites. Consults with state and federal agencies regarding compliance with the Arizona State Burial Law, Traditional Cultural Place, and the Native American Graves Protection and Repatriation Act (NAGRPA). Conducts visual surveillance of known archaeological sites, within community boundaries, including historic features protected under federal and Tribal laws. Reports and documents any site destruction as well as other significant cultural sites not previously recorded. Coordinates the annual reburial ceremony, schedules planning meetings with the reburial committee, and provides update report to the Tribal Council. Oversees repatriation efforts with agencies, museums, and archaeological consultants. Arranges for the appropriate ritual and transfer of all human remains and their associated funerary objects. Establishes a database for all NAGPRA letters of inventory; consults with/visits museums and repositories holding NAGRA materials. Promotes community interests and awareness of the cultural programs, with the senior programs, youth groups, education, and community members. Reviews archaeological reports, legal documents and agreements. Interprets state, federal, and Tribal laws within the context of cultural preservation/resource programs. Attends

workshops and reviews Native American Cultural Resource issues in publications and the Federal Register in order to maintain professional knowledge of trends, issues, proposed legislation, and new laws, which may impact the Cultural Resource Preservation Program.

Skills/Requirements

Knowledge, Abilities, Skills and Other Characteristics: Knowledge of the history, culture, laws, rules, customs and traditions of the Salt River Pima-Maricopa Indian Community. Knowledge of the principles and practices of employee supervision. Knowledge of the purpose, current issues, projects, organization, policies, and employee responsibilities of the division to which assigned. Knowledge of TCP (Traditional Cultural Places), NAGPRA (Native American Graves Protection and Repatriation Act), and Arizona State Burial Law. Knowledge of the programs and policies of other federal, state, and private agencies concerned with cultural resource management. Knowledge of prehistoric, historic, and contemporary cultural resources of the area now within the southwestern United States and northern Mexico. Ability to listen well, and communicate effectively with community members, employees and diverse members of the public having considerable variation in values and educational and cultural background. Ability to consult with archaeological consultants, federal agencies, and tribal entities. Ability to interpret and assess situations, issues and concerns. Ability to conduct ethnographic, archaeological, linguistic, and biological research in areas specific to cultural preservation. Ability to analyze, evaluate, and resolve operational, procedural, and personnel problems. Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral and written reports and recommendations. Skill in exercising independent judgment and initiative within established guidelines without close supervision. Skill in analyzing data, drawing logical conclusions, and making sound decisions and recommendations. Skill in forming cooperative relationships with others who do not have a direct reporting relationship. Skill in conducting investigations. Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines. Skill in establishing and maintaining effective work relationships with a wide range of people, the scope of which is illustrated by, but not limited to, the following: archaeological consultants, the staff of federal and state agencies, staff, Community officials, members of the Community and the public.

Qualifications: Education & Experience: Bachelor's degree in Native American Studies, Cultural Anthropology, Archaeology, or a closely related job field and experience equivalent to three years of full time work as a cultural resource specialist, cultural anthropologist, or archaeologist. Previous experience or education focusing on Native American cultural heritage issues is desirable. Insurability – Must possess valid Arizona driver's license and be insurable under Community requirements (e.g., be age 21 or over; no alcohol-related motor vehicles violations, such as DUI, within the past 5 years; no reckless driving violations within the past 3 years; no more than one speeding ticket in excess of 15 mph over the speed limit within the past 3 years; and no more than one "at fault" accident within the past 3 years.) Equivalency – Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

Job Reference #: O.U.F.

Job Status: Full Time

Date Posted: 8/3/2005

Pay Rate: \$49,017 to \$58,208 per year