

# Cultural Regulatory Assistant

## Department

Tribal Historic Preservation

## Position Summary

Under the general supervision of the Cultural Regulatory Specialist, the Cultural Regulatory Assistant organizes and facilitates the consultation process between UAIC and outside agencies. The Cultural Regulatory Assistant regularly sorts and enters communications from local, state, and federal agencies into UAIC's electronic formats. This includes using ArcGIS to map project locations, assisting in determining cultural sensitivity, and tracking and following up on communications. This position also assists with the coordination of consultation meetings and site visits and may take minutes during such events. The Cultural Regulatory Assistant must routinely use tact, poise, and good judgment while communicating with internal and external customers, offices, and organizations. The Cultural Regulatory Assistant is required to exercise independent judgment and initiative in resolving issues to ensure compliance with the organization's policies and procedures.

## Job Functions

### Essential Functions

- Digitizes, files, maps, and tracks incoming and outgoing Tribal Historic Preservation Department's correspondence using Laserfiche software, ArcGIS, and Microsoft Outlook;
- Assists with sending regulatory correspondences to outside agencies in a professional manner;
- Creates Tribal Historic Resources Information System (THRIS) cultural sensitivity maps using ArcGIS;
- Maintains and actively updates project folders by filing reports, email correspondences, THRIS maps, and other project information;
- Assists with research in support of environmental review projects, summarizing information;
- Coordinates, maintains, and follows up on schedules for agency consultation;
- Schedules meetings, prepares meeting agendas, attends and takes meeting notes;
- Assists with sending, logging, and tracking emails for AB 52 and Section 106 tribal consultation;
- Assists with making travel arrangements and logging mileage for staff;
- Responsible for maintaining schedules for consultation with various agencies;
- Ability to plan and travel to conferences as assigned;
- Performs GIS searches and updates information as needed.

### Non-essential Functions

- Provides information to consulting agencies regarding AB 52 regulations, requirements and procedures related to tribal consultation;

- Serves as a liaison between the UAIC, consulting agencies and the public; provides information on the consultation process, requirements, regulations and appropriate mitigation;
- Assists Tribal Historic Preservation Department's staff as needed;
- Coordinates and assists with tribal interns training and tribal monitor trainings;
- Performs other duties as assigned.

### **Knowledge, Skills, and Abilities**

#### Knowledge

- Familiarity with, and a willingness to learn, tribal heritage values, and local historic and Miwok/Nisenan cultures;
- Familiarity with Microsoft Office, including Word, Excel, and Outlook;
- Familiarity with scanning, printing, and filing documents;
- Familiarity, and a willingness to learn more about the California Environmental Quality Act (CEQA), the California Public Resources Code, the National Environmental Policy Act (NEPA), Sections 101, 106 and 110 of the National Historic Preservation Act, the Archaeological Resources Protection Act, and the Native American Graves Protection and Repatriation Act.
- Understanding of, and willingness to learn more about archaeological procedures, with a working knowledge of how to interpret documented archaeological, ethnographic, and other cultural resource findings;
- Computer literacy, specifically experience with Microsoft Office, including Word, Excel, and Outlook;

#### Skills

- Must possess excellent writing skills, administrative skills, and experience processing materials, and working with databases;
- Excellent organizational skills, attention to detail, and able to manage multiple projects simultaneously;
- Skills in building and maintaining positive working relationships with various cultural and ethnic groups, coworkers, agencies, and the public in a professional and respectful manner;
- Awareness of when to take initiative, motivate and help others, share pertinent information, encourage teamwork, and provide feedback;
- Excellent communication skills on the phone, in emails, and in person;
- Operate standard office machines and equipment, and ability to learn to operate specialized computer-based software and equipment.

#### Abilities

- Ability to convey the importance and relevance of tribal cultural heritage values to others;
- Ability to document cultural heritage resources in a manner that will assist Tribal staff in documenting and recording tribal heritage values;
- Ability to inventory, process, and catalog incoming correspondence including letters, reports, and resources management records;
- Ability to proactively and creatively adapt to various work-related challenges;

- Maintain a highly professional image in all work-related activities;
- Ability to show initiative in resolving issues to satisfy internal and external needs and to stay compliant with UAIC policies and procedures;
- Ability to read and interpret historic and contemporary environmental documents and maps;
- Ability to travel to project sites within UAIC's tribal territory and various agency offices;
- Ability to work effectively in a fast-paced environment;
- Ability to follow written and verbal communication;
- Ability to travel by car, train, or airplane as needed for training, conferences, and professional meetings and projects throughout the United States;
- Acute attention to detail;
- Valid driver's license is required;
- Ability to clear all necessary background checks.

### **Qualifications**

#### Minimum requirements

- Bachelor's Degree in Native American Studies, Environmental Planning, Anthropology or related field;
- One year of experience in a fast-paced professional environment relating to environmental, anthropological, or tribal studies;
- Familiarity with regulatory requirements concerning tribal heritage and/or natural resources;
- Excellent computer literacy, specifically experience with Microsoft Office, including Word, Excel and Outlook;

#### Preferred qualifications:

- Combination of experience and ongoing education in Native American Studies, Environmental Planning, GIS, or Anthropology may be substituted for Bachelor's degree.
- Completion of additional training workshops and/or courses (e.g. CEQA, NEPA, AB52) through professional organizations that are relevant to this position;
- Familiarity with archeological and osteological terms, and local ethnographical information;
- Familiarity with California native flora and fauna;
- Familiarity with CEQA/NEPA terminology;
- Familiarity with GIS;
- Experience working with Native American tribes and work in a Tribal environment.

### **Working Conditions**

This position varies, from principally sedentary in completing laboratory and office phases of the duties assigned, to performing occasional field work concerning identifying appropriate reburial locations, and potentially attending reburial ceremonies. The field work requires physical activity in driving and walking to, from, and around locations in rough terrain, often at high altitudes while carrying equipment and supplies weighing

up to 50 pounds, in adverse conditions, and temperature extremes, such as heat in excess of 100 degrees F, and cold below 20 degrees F, as well as exposure to high noise levels. While performing the office duties of this job, the employee is frequently required to stand, walk, and sit. The employee must use hands and fingers, to handle, pinch, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Special Requirements**

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence. Indian Preference does apply.

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