

Tribal Historic Preservation Director

Be Part of Us!

- **United Auburn Indian Community (UAIC)** has an opening for a **Director of Tribal Historic Preservation**.
- We are a federally recognized Native American tribe, dedicated to improving the welfare of our Tribal Members, our employees, and the surrounding communities.
- UAIC allows employees to be innovative and forward-thinking while working in an environment that respects tradition.
- We provide **100% employer paid** Medical, Dental, & Vision benefits for you and eligible family.
- We contribute to your retirement account **starting at 4%, whether or not you contribute** yourself.
- **Work/life balance** is valued by UAIC -- We provide **fifteen (15) paid holidays and over six (6) weeks accrued PTO in your first year**.
- **Complimentary, on-site lunch provided**.
- The starting annual salary for the position is **\$201,760**.
- **Please visit <https://www.auburnrancheria.com/careers/> to apply**

Position Summary

Under the direct supervision of the Tribal Administrator, the Director of Tribal Historic Preservation is responsible for the successful leadership and management of the Preservation Department and provides guidance and support to the Tribal Preservation Committee and the Tribal Historic Preservation Office. This position is responsible for meeting the historical and cultural preservation goals and objectives of the United Auburn Indian Community. This includes environmental preservation, natural resources, GIS mapping, site monitoring and historical preservation. Tact, poise, and sound judgment are routine requirements in communicating with internal and external contacts, offices, and organizations.

Job Functions

Essential Functions

- Manage the Tribal Historic Preservation Department, including its personnel and all ongoing projects.
- Monitor outcomes and evaluations to ensure that the Department is meeting the goals and expectations set by Tribal Council and the Tribal Historic Preservation Committee.
- Perform executive-level planning, organizing, directing, and evaluation of department programs and processes.
- Ensure that the Department supports the Tribal Historic Preservation Committee and the Tribal Historic Preservation Officer in carrying out their respective duties.
- Coordinate, supervise, and manage the Department's participation in AB 52, SB 18, and other state law consultative processes, and NHPA Section 106, NEPA, and other federal law consultative processes. This includes:
 - Supervising the review of incoming project correspondence to identify cultural resources or high risk areas that may be impacted by the project.

- Reviewing and approving all outgoing response letters, coordinating review with the Tribe's legal counsel, and ensuring that response deadlines are met.
 - Coordinating and managing all project consultation meetings, assigning appropriate staff (including the Director when appropriate) to attend consultations.
 - Coordinating and managing all project site surveys, assigning appropriate staff (including the Director when appropriate) to attend.
 - Consulting with the Tribal Historic Preservation Committee and Tribal Historic Preservation Officer to develop appropriate responses and plans for projects that impact cultural resources or areas of importance to the Tribe.
 - Coordinating and managing the implementation of all responses and plans for projects that impact cultural resources or areas of importance to the Tribe, ensuring that responses and plans are implemented appropriately and effectively.
 - Providing status updates to the Tribal Historic Preservation Committee and Tribal Historic Preservation Officer on the ongoing implementation of responses and plans.
 - Reviewing and editing all substantive documents prepared by the Department (e.g., comments and responses to environmental documents, historical surveys, inventory and evaluation reports, archaeological data reports, mitigation measures, and conditions of approval, etc.).
 - Preparing substantive documents such as those listed above when appropriate or necessary.
 - Reviewing and approving all outgoing substantive documents, coordinating review with the Tribe's legal counsel, and ensuring that response deadlines are met.
- Supervise the preparation of NAGPRA repatriation claims on behalf of the Tribe.
 - Coordinate and manage the Department's participation in the NAGPRA consultation process.
 - Maintain the departmental budget according to policies, including ongoing expense review, approval, and tracking, and make periodic presentations to the Tribe's Finance Committee.

Non-essential Functions

- Staff Tribal Historic Preservation Committee meetings, including by preparing agendas and informational packets for each committee member, and being present at each meeting to provide input and updates, and to lead discussions.
- Coordinate and manage the assignment of Tribal Monitors to projects that impact cultural resources or areas of importance to the Tribe.
- Arrange meetings with local, State, and Federal agency officials, museums and archaeologists.
- Work with the UAIC Tribal School to support cultural programs offered to UAIC Tribal Members.

- Work with the Tribal Historic Preservation Committee to make historic and cultural information and resources available to Tribal Members.
- Visit archaeological sites with the Tribal Historic Preservation Committee.
- Perform related work as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Federal Environmental Law.
- California Environmental Law.
- Federal and State laws, regulations, policies, and procedures that govern cultural resources management.
- NAGPRA and CalNAGPRA.
- Understanding of relevant confidentiality laws, regulations, policies, and procedures, both internal and external.

Skills

- Leadership and supervisory skills.
- Planning and organizational skills.
- Skills in observing performance and evaluating staff.
- Must have proficient understanding of Office applications, including Word, Excel, PowerPoint, Access and Outlook.
- Must have proficient understanding of GIS/GPS software and various programs.

Abilities

- Ability to apply environmental law theory, principles, and professional practices to natural and cultural resource management projects and programs.
- Ability to utilize technology to improve work efficiency.
- Ability to follow directions, as well as to work independently when necessary.
- Ability to analyze budget and technical reports.
- Ability to interpret and apply UAIC policies, procedures, rules and regulations.
- Ability to supervise, train, and evaluate assigned personnel.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work with various and diverse groups in a tactful and effective manner.
- Ability to establish and maintain effective working relationships with Tribal members, other employees, and members of the general public.
- Ability to handle sensitive information appropriately and professionally while maintaining a high level of confidentiality.
- Valid drivers' license.
- Ability to clear all necessary background checks.
- Ability to travel to a location, walk, and conduct fieldwork for long hours, sometimes in inclement weather, through rugged terrain, often at high altitudes.
- Ability to travel by car, train or airplane as needed.

Qualifications

Minimum requirements

- Education:
 - Master's Degree in anthropology, archaeology, history, or a closely related field.
- Experience:
 - Five years of experience in Cultural Resource Management in a supervisory capacity
 - Possess advanced skills and experience in one or more specialty scientific areas (e.g., lithic, ceramic, or faunal analysis; osteology; historical archaeology).
 - Experience with tribal consultation and/or the Native American Graves Protection and Repatriation Act
 - Experience or interest in working with California Indians
- Preferred Qualifications:
 - PhD in anthropology, archaeology, history, or a closely related field.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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