

EMPLOYMENT OPPORTUNITY

RINCON BAND OF LUISEÑO INDIANS



Title: Historical Preservation Officer

Open Date: 12/2/11

Requisition Number: 022-2011

Department: Cultural Resources

Salary: Commensurate with experience

Location: Valley Center, CA

OPPORTUNITY: This position, under the direction of the Cultural Resources Department is responsible for cultural resource projects, conducting cultural research, provide graphs, statistical analyses, literature, and reports to the Tribal Government, and monitor reservation project construction. This position will also work with the Rincon Culture Committee, Legal Department and other Tribal Government Departments. This position must possess strong communication skills and the ability to work in a team environment. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon.

JOB QUALIFICATIONS: EDUCATION/EXPERIENCE AND/OR TRAINING: High school diploma or GED. An Associate Degree in one or more of the following areas: Program Administration, Native American Studies, Archeology, Anthropology or three (3) years experience working in the field. Two (2) years experience with tribal consultation. **WORK-RELATED KNOWLEDGE:** Knowledge of cultural resource principles and practices as they relate to Tribal history, cultural history and/or archaeology/artifact identification; Knowledge of cultural resource preservation regulations and compliance procedures; Knowledge of environmental regulations and planning processes; Experience communicating with and coordinating between federal and state agencies, Native American Tribes, peers, consultants and the general public.

LICENSES OR CERTIFICATIONS: Valid driver's license.

JOB RESPONSIBILITIES:

1. Reviews and interprets project development design plans prepared by agencies and consultants and determine existence of cultural resource within projects and presents findings to the Culture Committee.
2. Conducts research and prepares cultural resource site and/or survey forms, assessments and documentation.
3. Writes response letters to notifications and submits letters to the Cultural Resources Department and Culture Committee.
4. Works with the Culture Committee to create recommendations for design alternatives based on evaluation of project circumstances.
5. Coordinates compliance with department staff, consultants, SHPO, ACHP, Federal Highway Administration, Native American Tribes and federal agencies.
6. Compiles graphs, statistical analyses, literature searches and project results into reports.
7. Performs site visits and maintains inventories and photographic log of projects surveyed.
8. Trains Native American Site-Monitors for the Rincon Reservation.
9. Works with the Legal department to ensure that Rincon's sovereignty is upheld through NAGPRA, Section 106 and other federal laws and regulations.
10. Attend meetings, transport Culture Committee members and write reports on meetings including follow up on outcomes and recommendations.
11. Perform general office duties for the department.
12. Attend conferences and technical related trainings.

CLOSING DATE: Open until filled

HOW TO APPLY: Submit a resume to the Human Resources Department, 33750 Valley Center Road, P.O. Box 68, Valley Center, California 92082, or e-mail to jobs@rincontriibe.org Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications background investigation, drug and alcohol screening is required as a condition of employment. Rincon Band of Luiseno Indians is an equal opportunity employer.