



Hoplend Band of Pomo Indians Job Announcement

Application Deadline: Friday, October 20, 2017

Position: Tribal Historic Preservation Officer (T.H.P.O) Up to 32 Hrs.
Under the Direction of: Tribal Chair
Rate of Pay: \$16 per hr.

POSITION SUMMARY: The position of the Tribal Historic Preservation Officer is important to the Hopland Band of Pomo Indians. The Officer is responsible for identifying specific tribal goals, objectives, and activities to promote historic and cultural preservation, and carrying out the tribe's responsibilities under the National Historic Preservation Act. In order to successfully accomplish these tasks in today's tough climate, the Tribal Historic Preservation Officer must diligently attend to their position responsibilities as listed below. A strong understanding and knowledge of Hopland Culture, History and Traditions is necessary for the position. The Officer must be fully committed to their position and all the responsibilities that come with the position.

DUTIES AND RESPONSIBILITIES:

1. Assume all duties of the California State Historic Preservation Officer.
2. Coordinate Hopland Historical and Cultural related programs and projects.
3. Responsible for developing and completing the Work Plan that is submitted to the National Park Service for THPO grant Compliances.
4. Establishes and maintains relationships with the State and Federal government pertaining to all aspects of historic preservation and cultural resource management.
5. Give a written Report to Tribal Council on all programs and projects monthly.
6. Assist with projects based on presence of archaeological and/or cultural resources.
7. Must understand Hopland cultural components and have an understanding of sacred site interpretation and protect measures.
8. Coordinate cultural monitoring as needed.
9. Must work in conjunction with the culture committee and community outreach representative.
10. Must adhere to the THPO grant agreement provisions.
11. Oversee all contractors engaged with the Tribe for activities in the area of historic preservation and cultural management.
12. Shall seek continuation funding to cover the costs associated with the "advise and assist" portion of the THPO role.
13. Must exhibit the ability to manage time well and work under stressful conditions.
14. Ensure all grant and program related reports that directly fund this position and associated contracts are completed and filled in a timely manner.
15. Shall coordinate and/or attend all required meetings and functions as requested.
16. All other duties as assigned.

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the Tribal Administrator.

REQUIREMENTS/QUALIFICTIONS:

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

- Associate's Degree (AA) or equivalent from two year-College or vocational school in business administration transportation /community planning, resource development or a closely related field or a minimum of two (2) years in a similar work environment. Experience with GIS software desired.
- Must have high school diploma or GED certification or equivalent.
- Must have valid CA Driver's License and be insurable.
- Must be familiar with fund accounting.
- Must have knowledge of federal programs, and financial regulations.
- Must have strong computer skills.
- Must be able to effectively communicate both verbally and in writing.

Additional Requirements:

Language Skills - Excellent communication skills both written and oral. Interpersonal skills to deal effectively with business contacts and employees at all levels of the Tribe. Ability to read, write, edit, analyze, interpret, and comprehend all aspects of information pertinent to the HR department, technical procedures, state regulations, business periodicals, instructions, business correspondence, and procedure manuals. High degree of organization and administrative process skills including great attention to detail. Ability to communicate information and respond to questions from groups of managers, staff, visitors and general public. Ability to resolve problems/conflicts in a diplomatic and tactful manner.

Mathematical Skills - Ability to accurately calculate mathematical functions applicable to business needs.

Reasoning Ability - Ability to interpret and follow through on a variety of instructions furnished in written, oral, diagram, or schedule form. Evidence of learning quickly and ability to build on existing business foundations.

Other Qualifications – Proficient in Microsoft Office Products: Word, Excel, Power Point, Publisher and Outlook. Flexible to work special overtime as business needs dictate. Knowledge of standard maintenance scheduling of vehicles, heavy equipment and small engines. Flexible to work special over time and flexible schedule (weekends and holidays) as business needs dictate; ability to travel and maintain a safe work environment.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with management employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. This position does require outdoor activities and may require working in adverse weather conditions, heat, cold, rain, or snow. There is potential for working around loud noise, nuisance dust, bees, snakes and other potential hazards. The employee must follow Tribal safety protocols, and utilize provided safety equipment (gloves, goggles, booths) when needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually not quiet.

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The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.

To Apply: Mail your completed application, resume, and DMV print out to:

Hopland Band of Pomo Indians
Human Resources
3000 Shanel Rd
Hopland, Ca 95449

Apply in Person – You can also submit your application in person to the Human Resources office located at 3000 Shanel Road, Hopland, California. The office is open from 9:00am to 4:00 pm Monday through Friday.

Other ways to Get Position Listings and Applications – If you need a hard copy of an application mailed to you, please E-mail HR@hoplandtribe.com or call 707-472-2100

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