



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Tribal Historic Preservation Officer– THPO – (1) Reg. FT

Pay Grade: E4 **Status:** Exempt Salary/Bi-weekly Pay

Hiring Range : \$\$46,714.00 - \$60,526.00- **Commensurate with Verified Qualifications**

Background Check: Extensive

Indian Preference applies in accordance with Ordinance #15-600-02

SUMMARY: Responsible for identification, evaluation, documentation, registration, planning, education and treatment programs and the oversight of the Tribal Historic Preservation office, community, and cultural events and in accordance with the National Historic Preservation Act and the associated regulations, standards, and guidelines established by the U.S. Department of the Interior.

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications –

A qualified candidate offers:

- Associate Degree and 5 years specific field experience; or equivalent cultural knowledge and life experiences. Preferred Bachelor's Degree in Historical and Conservation Preservation with 3 years specific field experience; and
- Three (3) years' experience in an office setting; and
- A comprehensive and detailed understanding of Anishinaabe Bimaadziwin Kinoomaadziwinan (life teachings – customs, culture, and traditions) with a strong knowledge of Tribal history and geography.
- Knowledge of Federal Laws and Regulations related to Preservation and Documentation: and
- Excellent written and verbal communication skills, proficient in research, interpreting, and analyzing diverse data; and
- Ability to work collaboratively and independently to achieve stated goals; and
- Preferred position specific certification if applicable.

DUTIES AND RESPONSIBILITIES:

1. Develop and administer the Tribal Program of Federal assistance for historic preservation with Tribal lands.
2. In cooperation with the Federal and Tribal Agencies, direct and conduct a comprehensive tribal wide survey of historic properties and maintain inventories of such properties.
3. Identify and nominate eligible properties to the National Register and otherwise administer applications for listing of properties on the National Register.
4. Advise and assist Federal and State agencies and local governments in carrying out their historic preservation responsibility.
5. Coordinate efforts with the Secretary of Interior, the Advisory Council on Historic Preservation, and organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development.
6. Provide public information, education and training, and technical assistance in historic preservation.
7. Consult and ensure compliance with appropriate Federal agencies that affect historical properties.
8. Advise and assist in the evaluation of proposals for rehabilitation projects that may qualify for Federal assistance.

9. Formulate both short-term and long-term objectives; yearly budget; plans and programs for the department. Integrate these with overall tribal objectives, plans and programs.
10. Develop policies and procedures for all practices of the Tribal Historic Preservation department.
11. Research grants for Historic and cultural funding.
12. Address all Native American Graves Protection and Repatriation Act (NAGPRA) issues.
13. Assist tribal members in accessing services provided by this department.
14. Represent the Tribe's position, if requested by the Ogema, in meetings with other Tribes or with funding agencies and serve at all times as a goodwill ambassador from the Tribe.
15. Occasional overnight travel for meetings, training, etc.
16. All other position related duties as assigned.

OTHER SKILLS AND ABILITIES:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong project management skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, the ability to work independently and manage multiple tasks, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES:

May have direct supervision of exempt and non-exempt staff. Responsible for interviewing, hiring, training, rewarding, and disciplining of subordinates, in addition to planning, assigning, and directing work.

PHYSICAL DEMANDS:

Sitting for long periods of time with occasional standing, walking, or reaching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds. Must be able to communicate using written, oral, and electronic methods. Must be comfortable working with Microsoft and Adobe software.

WORKING ENVIRONMENT:

Office and/or outdoor environment. Work is performed in a climate-controlled office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

Application Instructions:

Obtain an application form (fillable online) on the Tribe's website www.lrboi-nsn.gov (under "Employment" heading) or a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov ATTN: HR

To apply: Please submit completed LRBOI application, cover letter, resume, and copy of Tribal ID Front/back (if applicable) to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a probationary introductory period.

For further information, please contact the LRBOI HR Department.

Posted: 01/28/2025

Removed: Until Filled