

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2017-53**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

**POSITION:** Cultural Resources/Tribal Historic Preservation Manager  
**OPENING DATE:** November 9, 2017  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Environmental and Natural Resources  
**SALARY RANGE:** E-16; \$51,763 - \$77,645

**Position Summary:**

Under the direction of the ENRD Director, the Cultural Resources / Tribal Historic Preservation Manager advises the Pueblo leadership in managing and preserving its cultural resources, historic properties, and related interests. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

**Essential Duties & Responsibilities:**

- Demonstrates a strong understanding and utilization of Section 106 of the National Historical Preservation Act, and associated laws.
- Develops and implements a Pueblo of Laguna Tribal Historic Preservation Plan in coordination with internal programs and other applicable agencies and individuals.
- Collaborates with federal and state agencies to comply with the National Historic Preservation Act and other applicable laws to deliver needed services to the Pueblo.
- Directs and conducts a comprehensive reservation-wide survey of historic properties and locations; maintains inventories of such.
- Identifies and nominates eligible properties/locations for listing historic properties on the National Register. Processes applications if determined to be beneficial.
- Represents the Pueblo through written and verbal communications regarding its interests in cultural and bio-cultural resource management.
- Serves as the lead official in identifying cultural sites within the exterior and exterior boundaries of the Pueblo.
- Participates in field work; documents cultural sites with photography, GIS/GPS data, and field notes. Enters data into the Pueblo's database management system.
- Oversees contractors engaged by the Pueblo for activities in the areas of historic preservation and cultural resource management.
- Ensures compliance regarding the National Historic Preservation Act (NHPA), the Archaeological Resources and Protection Act (ARPA), the Antiquities Act of 1906 (AA), the Native American Graves Protection and Repatriation Act (NAGPRA), and the National Environmental Policy Act (NEPA) requirements. Stays abreast of developing / cutting edge areas of cultural and bio-cultural resource management.
- Manages critical data elements such as water rights information, traditional cultural properties, and language development preservation oversight.
- Reviews environmental assessments (EA's) to determine impacts on cultural resources. Collects and documents information for environmental assessment work on Pueblo of Laguna lands.
- Tracks and responds to NEPA consultation requests and communicates concerns to appropriate agencies.
- Develops and manages annual budget and proposal, including operational plans and objectives.
- Secures additional funding and grant monies through grant writing for continuation and expansion of program services.
- Develops required narrative, statistical, and financial reports.
- Maintains professional and technical knowledge by conducting research; attending relevant training and workshops, and by establishing networks with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other functions and duties as required.

**Minimum Qualifications:**

- Bachelor's Degree in Archaeology, Anthropology or closely related field required.
- Five years of progressive management experience in cultural resources, historic preservation or related field, preferably in a Native American community, required.
- Fluency in the Laguna language is required.
- A combination of directly related education and relevant work experience may be considered.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Cultural Resources/Tribal Historic Preservation Manager is designated as a High Risk Public Trust (HRT) position.

Job Announcement No. 2017-53 Cultural Resources-THPO Manager

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

**Knowledge, Abilities, and Skills:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of and ability to interpret applicable laws, regulations, and requirements of the National Historic Preservation Act (NHPA), the Archaeological Resources and Protection Act (ARPA), the Antiquities Act of 1906 (AA), the Native American Graves Protection and Repatriation Act (NAGPRA), and the National Environmental Policy Act (NEPA).
- Knowledge of the principles and practices of administrative functions including budgeting, program planning and development, supervision, and training.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out duties.
- Knowledge of GIS/GPS processes and procedures; skill and ability to apply knowledge to required field work.
- Knowledge of and skill in grant opportunities research; to develop relevant information and data for grant applications.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain professional relationships with co-workers and others at all levels.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to facilitate meetings, conferences, and training.
- Skill in use of Word, Excel, Outlook, and software unique to program.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Skill and ability in writing informative, accurate and comprehensive reports, newsletter articles, and other forms of written communications.
- Skill and ability to review highly technical documents; determine applicability to the Pueblo; formulate appropriate/relevant responses.
- Skill in use of technology and other research processes to keep abreast of latest trends in field.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MST) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MST) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLemployment@lagunapueblo-nsn.gov](mailto:POLemployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**