

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://Oneida-nsn.gov>

A good mind. A good heart. A strong fire.

POSITION TITLE: Tribal Historic Preservation Officer (THPO)
POSITION NUMBER: 01807
DEPARTMENT: Cultural Heritage
LOCATION: 1250 Packerland Dr
DIVISION: Governmental Services
RESPONSIBLE TO: Cultural Heritage Area Manager
SALARY: NE9 \$20.51/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 16, 2019
CLOSING DATE: May 23, 2019
Transfer Deadline: May 23, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Cultural Heritage Area Manager, provides leadership, planning, and administration for all components of the Tribal Preservation Office to include ensuring compliance of Oneida Nation to federal laws pertaining to Tribal Historic Preservation. Incumbent must have the ability to develop a research process and conduct research through to completion in a timely manner. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
2. Apply annually to the National Park Service for grant funding to maintain THPO status. Coordinate with the Grants office and accounting to successfully maintain the National Park Service grant funding.
3. Develop, monitor and control expenditures of the THPO budget. Develop long/short term goals and objectives for the budget process.
4. Implement the comprehensive Tribal Historic Preservation plan.
5. Submit monthly, quarterly and annual reports for department and grant management purposes.
6. Work cooperatively with the Advisory Council on Historic Preservation, Wisconsin State Historical Preservation Office (SHPO), Menominee and Ho-Chunk Nations, Wisconsin Burial Sites Office, other Tribal Departments, other Tribes, state and federal Agencies to ensure the archaeological, cultural and historical resources on the Oneida Nation are taken into consideration at all levels of planning and development.
7. Consult with other Tribes, Federal and State agencies and project managers on plans or designs related to historic preservation in accordance with Oneida Tribal Ordinance.
8. Review, record and preserve archives literature, burial maps, environmental impact statements, conduct site visits and oral histories on each earth moving activity as reported on the Cultural Properties Request Form.
9. Ensure a comprehensive reservation wide survey of historic properties is completed and maintains inventories of those properties.
10. Develop and write standard operating procedures related to business unit, project activities, and cross-functional teams with the intent of improving operating efficiencies and maintaining internal controls.
11. Participate and maintain cooperative agreements with other Tribal Historic Preservation offices, Local, State and Federal agencies.
12. Maintain Historic materials collection and implement a monitoring system to include research kiosks throughout the reservation.

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DUTIES AND RESPONSIBILITIES: (Cont.)

13. Review, determine status, and provide written determination on each project ensuring it is in compliance with the Oneida Ordinance, State and Federal standards for earth moving project.
14. Issue clearance letters to homeowners, tribal programs, project managers, federal and state, private and local contractors, and consultants.
15. Review and respond to notification on earth moving projects from the Department of Transportation.
16. Conduct site monitoring on all earth moving projects and site investigation on homes scheduled for demolition.
17. Provide information to the Project Manager to contact certified archaeologist to complete an archaeological survey according to Oneida Ordinance, state and federal standards as needed/required.
18. Maintain all records and archives generated by Oneida Ordinance, archeologist, and cultural or historic resource investigations undertaken within the Oneida Tribal Boundaries.
19. Consult with Wisconsin State Burial Sites Office if an inadvertent discovery of human remains exists and consults with other Tribal governments and federal agencies.
20. Conduct research using public/government records involving a variety of technical historic preservation topics. .
21. Provide public information, education, training, brochures and technical assistance on the Oneida Nation Historic Preservation Program.
22. Create forms and process to nominate historic sites to the Oneida Nations Registry of Historical Places and the National Register of Historic Places.
23. Maintain positive working relationships with all agencies, departments, Oneida community and tribal entities.
24. Issue clearance letters and/or specifications to the Bureau of Indian Affairs and other agencies for ARPA permits
25. Review, create, and make comments on MOA, MOU, and Programmatic Agreements with State and Federal Agencies.
26. Negotiate agreements with Federal agencies, attorneys, Tribal or other council members.
27. Contributes to a team effort and accomplishes related results as required.
28. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
29. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
30. 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 supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, bend, stoop, squat; use hands and arms; talk and hear. Occasionally sit, crouch, kneel, balance, and carry/lift up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level. Work is frequently performed in an outdoors setting with a high noise level. Exposure to natural weather conditions and temperatures, various dusts and mists, and normal debris may occur while performing outdoor duties. Prolonged standing and walking may be on uneven surfaces or unstable ground.
3. Must be able to work evenings and weekends as needed.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the Oneida Community, its history and culture with the ability to integrate into work.
2. Ability to present a professional appearance and demeanor as a representative of the Oneida Tribe of Indians of Wisconsin.
3. Knowledge of the Historic Preservation Laws.
4. Ability to establish and maintain productive working relationships with staff, community members, management, Tribal departments, State and Federal agencies or other external agencies necessary to effectively carry out job duties.
5. Ability to read and interpret topographical maps, aerial photographs, historical plats and atlas.
6. Skill in organization, written and verbal communication and file management.
7. Experienced with interpersonal relations.
8. Experience managing electronic data and working effectively in databases.
9. Ability to plan, organize and schedule priorities efficiently and effectively, meet deadlines and successfully cope with challenging situations and conditions.
10. Ability to inform and communicate orally and in writing with the ability to process information effectively to identify and define problems and make objective decisions.
11. Ability to be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy, maturity, and patience.

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STANDARD QUALIFICATIONS(Cont):

12. Ability to demonstrate excellent customer service.
13. Ability to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
14. Ability to operate a personal computer, printer, copy and fax machine, and camera.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
18. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
19. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Course work or training in: Research Methods, field and laboratory techniques appropriate to archaeological survey and excavation.
2. Three (3) years of experience and background in historic preservation field;
3. Willingness and ability to complete deficient training/education within two (2) years of hire.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Bachelor's Degree in Archaeology, Anthropology, History, Native American Studies or closely related field with one (1) year of documented successful experience in grants, research, identifying and nominating historic sites, training and providing technical assistance and/or equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

Must provide a copy of diploma, license, degree or certification upon employment.