

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Cultural Preservation
Specialist

Position Status: Part-Time

Position Number: 4333

Department: Administration

Location: Complex

Issuing Date: May 7, 2008

Closing Date: Until Filled



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Equal Employment Opportunity Statement

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

POSITION SUMMARY:

This position is responsible for overall management of the Iowa Tribe of Oklahoma cultural and historic preservation issues including implementation of the Native American Graves Protection and Repatriation Act.

DUTIES AND RESPONSIBILITIES:

1. Responsible for replying to Federal/State/Local agencies on behalf of the Iowa Tribe on all Historic and Cultural Preservation inquiries.
2. Responsible for locating and the care of important tribal records, documents, photographs and audio/video tapes. Responsible for preserving and entering this information into the computer data base via scanner.
3. Responsible for maintaining inventories of culturally significant properties.
4. Research archives for information on Iowa History.
5. Provides Technical assistance to Tribal officials regarding historic preservation compliance responsibilities and may serve as a "technical expert" for specific historic preservation laws or Executive Orders.
6. Develop and arrange educational activities to promote knowledge and awareness of tribal culture and history among Iowa Tribal members.
7. Maintains a positive working relationship with other Iowa Tribe of Oklahoma Departments, communicates directly with directors of other departments.
8. Establishes and maintains working relationships with Tribal, State, Federal, and local governments, agencies, organizations as well as the general public.
9. Keeps the Tribal Administrator, Business Committee liaison and Business Committee informed of the activities, concerns and issues relevant to cultural preservation.
10. Other duties as assigned by the Tribal Administrator.

QUALIFICATIONS AND REQUIREMENTS:

- Knowledge of Iowa Tribal history.
- Knowledge of applicable local, state, and federal regulations.
- Requires knowledge of the requirements of NAGPRA and historic/cultural preservation needs of the Iowa Tribe.
- Excellent verbal and written communication skills.

- Knowledge of computers sufficient to operate and maintain tribal records, documents, photographs and audio/video tapes.
- Good analytical and research skills.

EDUCATION/EXPERIENCE:

High School Diploma required. Associates Degree preferred.

CONDITION OF EMPLOYMENT:

Must have valid Oklahoma Driver's license and be insurable by the Tribe's provider.

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.