

Aroostook Band of Micmacs

Job Description

Tribal Historic Preservation Officer

Division: Cultural Historic Preservation Office

Salary Range: \$33,280.00 to \$41,600.00 (\$16.00 to \$20.00)

Status: Full-time, permanent, exempt

SUMMARY: The Tribal Historic Preservation Officer (THPO) is responsible for the oversight to ensure the preservation, protection, curation, and management of our ancestors, sacred objects, archaeological sites, properties/traditional cultural places (TCPs), and archives significant to Micmac history and culture. The THPO works closely with Tribal staff, Cultural Committee members, consultants, and/or public officials (local, state, and federal), as applicable, on activities related to the National Historic Preservation Act (NHPA), and the Native American Graves Protection and Repatriation Act (NAGPRA).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develop and implement the historic preservation plan with respect to properties of traditional and cultural significance to the Micmac People, within its ancestral and aboriginal lands
- Maintain inventories of historic properties, requesting maps and site information on known Micmac sites from Maine State Historic Preservation Office
- Maintain, improve and supervise a Community Language Program; this includes supervision of the contracted instructors, class registrations, and class date, time, and location coordination
- Cooperate, advise, and assist Federal, State, Tribal, and Local governments and private organizations and individuals in historic preservation issues, per approved Micmac Preservation Program
- Responsible to review, respond and monitor to THPO Section 106 consultations which include but not limited to the review of any reported dated Native American human remains or burial sites, funerary objects, sacred objects and objects of cultural patrimony
- Cooperate with the Secretary of Interior, the Advisory Council on Historic Preservation, and other Federal and State agencies, local governments, and organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development
- Initiatives under THPO will address the development of resources for the protection and management archaeological, historical, cultural, and sacred resources including but not limited to a comprehensive inventory of the Micmac land and ceded territory and community education and involvement and the Tribal Micmac Language Program
- Provide community trainings and workshops to ensure the preservation of historic practices
- Provide public information in Historic Preservation and functions of THPO
- Attend meetings and work cooperatively with the Micmac appropriate Tribal departments, EPA, and other offices in addressing activities
- Prepare, monitor and develop budgets and proposals for the THPO

- Maintain all Grant funding for the THPO
- Apply for related grants to maintain and enhance the THPO
- Ensure any continuation Grant applications are applied to
- Communicate with museums on related Micmac tribal issues
- Advise and assist, when appropriate, Federal and State agencies and local governments in carrying out their historic preservation responsibilities ● Carries out supervisory responsibilities in accordance with the organizations policies and applicable Laws
- Promote the THPO and Micmac Community within the state by establishing and monitoring historic sites within the Micmac historic region
- Represent the interest of the Micmac Tribe as the National Parks Service officially recognized Tribal Historic Preservation Officer
- Maintain a positive demeanor with colleagues and community members
- Performs other related duties as assigned

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A.) from four-year college or university; or a minimum of five (5) years related experience and/or training or equivalent combination of education and experience.

The Closing date for the Tribal Historic Preservation Officer is April 21, 2021. If you are interested in applying for this position. You must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume. A complete Job Description and an Applications can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed Job Application to the following address or email:

Cheryl Smart
Attn: Human Resource Assistant
Aroostook Band of Micmacs
7 Northern Road Presque Isle, Me. 04769
csmart@micmac-nsn.gov

Notice: Preference is given to Indian applicants. The Aroostook Band of Micmacs is an equal opportunity employer.