

MI'KMAQ NATION POSITION DESCRIPTION

JOB TITLE: Tribal Historic Preservation Officer

CLASSIFICATION: Full-Time/Permanent/Exempt

IMMEDIATE SUPERVISOR: Education Director

SALARY RANGE: \$49,920.00-\$62,460.00 (\$24.00-\$30.00/Hour)

NOTE: The following includes data on essential job functions and physical, mental, academic, and experiential requirements for the job defined herein. The description serves interviewers, applicants, directors, and incumbents as a reference tool to determine whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibilities herein. Please be aware that some aspects of this portion may change over time in response to the evolving needs of the Mi'kmaq Nation (MN). These changes, however, may not be recorded in this document immediately.

SUMMARY OF POSITION: The Tribal Historic Preservation Officer (THPO) is responsible for 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 Mi'kmaq 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). Feedback will be practiced on an ongoing basis, and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

EDUCATION and/or EXPERIENCE: (1) A minimum of five (5) years of related experience and/or training in one or more of the following areas: technical preservation, cultural knowledge, regulatory compliance, and community engagement; **OR** (2) A Bachelor's degree (B.A.) from an accredited four-year college or university in Historic Preservation, Archaeology, Anthropology, or a closely related field. An equivalent combination of education, training, and experience may be considered. The Mi'kmaq Nation is willing to train the right individual with demonstrated cultural knowledge and commitment to historic preservation.

LICENSES OR CERTIFICATIONS: CPR and First Aid certification within 3 months (provided); Valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: To perform this job successfully, an individual must be able to perform each function/task 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.

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WORKING CONDITIONS: Work is primarily performed in an office setting, within Tribal and community buildings. Work requires sitting, standing, walking, bending, reaching, keyboarding, writing, speaking, dialing, and lifting up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

FUNCTIONS/TASKS:

- Develop and implement the historic preservation plan with respect to properties of traditional and cultural significance to the Mi'kmaq People, within its ancestral and aboriginal lands;
- Maintain inventories of historic properties, requesting maps and site information from Mi'kmaq sites from Maine State Historic Preservation Office;
- Maintain, improve, and supervise the Cultural Coordinator & Community Language Program; this includes supervision of the contracted instructors, class registrations, and class date, time, and location coordination;
- Supervises the Cultural Knowledge Keepers and ensures job functions specific to that position are executed;
- Cooperate, advise, and assist Federal, State, Tribal, and Local governments and private organizations and individuals in historic preservation issues, per the approved Mi'kmaq Preservation Program;
- Responsible for reviewing, responding to, and monitoring THPO Section 106 consultations, which include but are 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 the Interior, the Advisory Council on Historic Preservation, and other Federal and State agencies, local governments, 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 of archaeological, historical, cultural, and sacred resources — including but not limited to a comprehensive inventory of the Mi'kmaq land and ceded territory and community education and involvement, and the Tribal Mi'kmaq Language Program;
- Provide community trainings and workshops to ensure the preservation of historic practices;
- Provide public information on Historic Preservation and the functions of THPO;
- Attend meetings and work cooperatively with the Mi'kmaq 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 Mi'kmaq tribal issues;
- Facilitates Mawiomi Committee meetings and relevant purchase orders and planning;
- 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 organization's policies and applicable laws;

- Promote the THPO and Mi'kmaq Community within the state by establishing and monitoring historic sites within the Mi'kmaq historic region;
- Represent the interest of the Mi'kmaq 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.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. They will be required to follow any other instructions and to perform any other job-related duties as required by their immediate supervisor. Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill. All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods for fulfilling requirements are subject to reasonable modification to reasonably accommodate qualified individuals who pose a direct threat to their own health and safety or to the health and safety of others.

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a), and P.L. 93-638 and is an Equal Opportunity and Service Provider.