

JOB ANNOUNCEMENT



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



Title: Tribal Historic Preservation Coordinator

Requisition Num.: 007-2021

Open Date: 09/02/2021

Closing Date: Until Filled

Department: Cultural

Classification: Full-Time/Exempt

Salary: Commensurate with experience

Location: Valley Center, CA

Opportunity: Under the supervision and direction of the CRD Manager/Tribal Historic Preservation Officer (THPO) the Tribal Historic Preservation Coordinator will assist in the administration of the Tribal Historic Preservation Office's programs, responsibilities and initiatives related to historic and cultural preservation.

JOB RESPONSIBILITIES

1. Assist with conducting Section 106 and CEQA reviews, research, archival/collections work and maintaining department records.
2. In coordination with the CRD Manager/THPO, work directly with the community by coordinating projects and events on the subjects of culture, history, art and documenting community knowledge.
3. Review and analysis of academic research to gather and document Rincon history and culture; review scholarly reports for pertaining to the Rincon people to ensure accurate presentation of Rincon.
4. Assist with performing assignments, exercising judgment in evaluation, techniques and procedures for the preservation of tribal cultural resources on and off reservation.
5. Identify Cultural and Cultural Natural Resources and assist in development of protective measures on reservation or through consultation.
6. Assist the CRD Manager/THPO to negotiate or/and collaborate with Tribes and agencies on cultural and natural preservation efforts.
7. Assist with performing assignments, exercising judgment in evaluation, techniques and procedures for the Cultural Resources Department.
8. Research and write reports, assessing the archaeological impacts of proposed land use or development projects on reservation.
9. Assists with reviews archaeological assessment reports, ethnographies, and other research documents prepared by consulting archaeologists; provides report review services for other jurisdictions as per agreements.
10. Assists with the review land management agencies projects for compliance with the National Historic Preservation Act, and its implementing regulations, as well as

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincontribe.org.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

other cultural resource laws and regulations such as ARPA, NAGPRA, American Indian Religious Freedom Act, CEQA, and other Historic Preservation laws.

11. Assists with the review of various agreement documents such as memorandum of agreements, programmatic agreements, historic properties treatment plans, historic property management plans, and NAGPRA plans of action.
12. Assists with coordinating consultation and mitigation efforts.
13. Assists with planning, directing, coordinating and performing a variety of tasks related to the direction and management of a cultural resource program, and interpreting cultural resource law to staff and the public.
14. Develops proposals of NRHP nominations and professional correspondence; preparing damage assessment reports for ARPA violations and other disturbances to cultural resources; conducting archaeological, ethnographic, and historical data and literature searches, reviews and personal interviews to compile information, and present the information in written and spoken format.
15. This position works closely with the Rincon Environmental Department in drafting environmental assessments and categorical exclusions for projects, allotments, renewals and conveyance, make recommendations as necessary for strong NEPA documents.
16. Coordinates and facilitates in coordination with the CRD Manager/THPO trainings for Tribal cultural Resource Monitors in field survey, site identification, site testing, and preparation of field reports.
17. Assists with Project Management for traditional plant and animal Inventory.
18. Identifies grants and develops grant proposals for relevant cultural resource preservation and protection.
19. Assists with assessment of archaeological sensitivity using available maps, field inspections, and other pertinent information; reviews survey reports to determine their adequacy, and appropriateness of proposed measures to mitigate potential damage to archaeological resources.
20. Completes or oversees field inspections of proposed projects areas to determine the likelihood or the presence of cultural resources, and the potential archaeological sensitivity of the area.
21. Performs and/or leads fieldwork surveys, excavation, monitoring, laboratory analysis and interpretation.
22. Manages in coordination with the CRD Manager/THPO the Rincon Cultural Register.
23. Must comply with all applicable internal controls, standard operating procedures and Tribal Regulations.
24. Demonstrate a commitment to data confidentiality agreements and professional ethics standards.

25. Demonstrate an interest and willingness to learn and accept increasing responsibility for tasks.
26. Assist with prepare research designs, agreement documents, tribal involvement plans, management plans, and Historic Property Treatment Plans.

JOB QUALIFICATIONS

Education/Experience and/or Training:

- Master's Degree or higher in Anthropology or related field.
- Meets Secretary of the Interior Standards for Archaeology.
- At least 2-years of related work experience in Cultural Resource Management.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Registered Professional Archaeologist
- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Ability to read topographical maps and locate future inclusion.
- Knowledge of federal health codes.
- Knowledge of techniques used to collect on-site data.
- Knowledge of applicable Tribal customs, traditions, policies and government regulation; applicable laws, codes, regulations, policies and procedures.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.