

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title: Deputy Tribal Historic Preservation Officer (THPO)**

**Department: Mashkiiziibii Natural Resource Department**

**Hourly Rate: Up to \$17.00/hr.**

**Part Time: 20Hrs/Week**

**Exempt: No/Hourly**

**Supervisor: THPO/MNRD Director**

**Posting Date: Public**

**Opens: May 8, 2020**

**Closes: May 22, 2020 at 4:30pm**

**Posting Date: Public**

**Opens: June 5, 2020**

**Closes: Open Until Filled**

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**Summary:** This is an ideal position for a person looking to implement their skills as an archeologist and/or expand their opportunity to experience the diverse tasks of a Tribal Historic Preservation Officer. The Bad River Deputy Tribal Historic Preservation Officer (THPO) will be responsible for assisting the Bad River Tribal Historic Preservation Officer (THPO) in the implementation of the Bad River Tribal Historic Preservation Office, and Tribal Historic Preservation Plan, as indicated in the Tribal/National Park Service Agreement of October 2004. This position includes working in the capacity of the THPO, in the absence of the THPO. This also includes but is not limited to the following:

**Essential Duties and Responsibilities** include the following.

- Supervising an archeological crew and conducting archeological surveys.
- Supervising Tribal Monitoring activities on-site, as necessary.
- Reviewing federal undertakings and projects subject to review under Section 106 of the National Historic Preservation Act, and in accordance with Tribal Treaties and Laws, Title 36 Code of Federal Regulations, Section 800 – Identification of Historic Properties, Native American Graves Protection and Repatriation Act (NAGPRA), Archeological Resource Protection Act (ARPA), National Environmental Protection Act (NEPA), and other State, Federal and local laws associated to Historic and Cultural preservation and conservation.
- Assisting in the development of Tribal policies, procedures to comply with Tribal Law, Treaties and Section 106 of the National Historic Preservation Act that pertain to issuance of ARPA Permits for archeological activities on-reservation and instilling minimum standards for the conduct of archaeological activities within the exterior boundaries of the Bad River Reservation, and the preservation and conservation of Tribal History, Ojibwemowin and Culture.
- Maintaining archeological database of survey records, historic information and maps of locations, which includes periodic review of sites and in-field site assessments, as needed.
- Working with the Tribal GIS Specialist to update and maintain mapping of site inventories as climate change creates physical shifts in site locations.
- Working with the Tribal Legal Department to assist in developing tribal ordinances and permit procedures concerning Tribal Historic Preservation.
- Assisting Tribal, State, Federal agencies and other individuals, as requested, in their historic preservation efforts and maintaining compliance with Section 106 of the National Historic Preservation Act and the regulatory procedures within 36 CFR 800, Identification of Historic Properties.
- Assisting, as requested, with identification processes to locate historic properties and places of cultural importance to the Bad River Band and documenting these significant areas, including off-reservation sites.
- Working collaboratively with the THPO Oversight Committee, which is the Bad River Tribal Repatriation Committee in their capacity as the Repatriation Committee, as well as, the Historic Preservation Review Board, which includes

review of museum inventories, documenting receipt and cataloguing donated inventories, and assisting with repatriation efforts.

- Working to assist museums, institutes of higher learning, and other agencies such as: State, Federal, local and other Tribal governments with their historic preservation efforts.
- Work with the Tribal GIS person and Tribal Information Systems to maintain a digital tracking system for archeological data, inventory and mapping.
- Organize virtual and face-to-face (if appropriate) meetings to discuss, receive information, provide education, and consult, as it pertains to Historic Preservation.
- Consult on behalf of the Tribe as it relates to preserving the history and traditional living and historic culture of the Tribe.
- Developing creative educational projects that incorporates social distancing or other unique safety measures, to educate the general public about Tribal Historic Preservation, Bad River History and Culture
- Incorporating Ojibwe Language in all activities.
- Grant Writing to enhance existing positions, develop project activities and create job opportunities.
- Any other duties as assigned by the Supervisor, Department Manager and/or Tribal Council.

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

#### **Education and/or Experience:**

##### **Required:**

- Federal or federally permitted or assisted projects must be conducted by a qualified archaeologist as defined in “Archeology and Historic Preservation: Secretary of the Interior’s Standards and Guidelines.” Applicants must meet the Professional Qualification Standards for Archeology found at url: [https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm) and listed below:
  - “The minimum professional qualifications in *archeology* are a graduate degree in archeology, anthropology, or closely related field plus:
    - At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management
    - At least four months of supervised field and analytic experience in general North American archeology, and
    - Demonstrated ability to carry research to completion.
- In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in *historic archeology* shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.”
- Candidates must submit an updated resume with application including a bibliography of archeological surveys completed.
- Must orally demonstrate knowledge of the history of Bad River/Mashkiiziibii, if interviewed.
- Must demonstrate writing skills by providing a 3 to 5-page writing sample along with their application, which may be previously written paper, report, summary, or, a newly written sample.

#### **Other Skills and Abilities:**

##### **Required:**

- To be eligible for this position the candidate must have a valid driver’s license at all times during their employment and carry, at a minimum, liability car insurance. A driver record check will be conducted to verify eligibility.
- Must be self-motivated and able to work with minimal supervision.

#### **Background Check:**

- To be eligible for this position candidates must pass a caregiver background check to work periodically, and as appropriate (post covid-19 conditions), with children and/or elderly.

**Language Skills:**

- Must have strong skills in Public Speaking, speaking and working with Ojibwe Language and computer programs, such as; Microsoft 365, One Drive, Word, Outlook calendar/email, Xcel, ArcGIS, Google Earth, SharePoint, Go To and Zoom Meetings, Teams, PowerPoint, Publisher and other programs that will benefit the mission of the Office and Department.

**Reasoning Ability:**

- Experience in working with school-age children and youth,
- Experience in professionally facilitating and working in virtual and/or in-person meetings, interviews, and providing presentations and tours.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to perform all job duties. Walking through flat, rugged, steep sloped, brushy, wooded, and swampy terrains, standing for long periods, bending, stooping and occasionally lifting and carrying up to a 10-pound pack for several miles, in varying weather conditions.
- Must be able to operate a motorboat, 4-wheeler, snowmobile, and side-by-side.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is mostly sedentary work, but subject to periodic inclement working conditions in varying weather. Noise levels will vary depending on workplaces on any given day, and may range from moderate to very loud, as in working near construction equipment.
- A variety of Personal Protective Equipment (PPE) will be provided, as needed, for varying work environments.

**The Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook, is implemented and applies as a condition of employment.**

**Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)