

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Bad River Tribal Historic Preservation Officer
Department: Mashkiiziibii Natural Resources Department
Hourly Rate: Starting \$20.00/hr. (DOQ and funding availability)
Full Time: 40Hrs/Week (In-person)
Exempt: No/Hourly
Supervisor: MNRD Director/Deputy Director



Posting Date: In-House

Opens: November 21, 2022

Closes: November 29, 2022, at 4:30 p.m.

Posting Date: Public

Opens: December 2, 2022

Closes: December 15, 2022, at 4:30 p.m.

Posting Date: Public

Opens: December 19, 2022

Closes: OPEN UNTIL FILLED

REQUIRED SUBMITTALS FOR A COMPLETE APPLICATION PACKAGE INCLUDE THE FOLLOWING:

- APPLICATION
- RESUME
- MUST DEMONSTRATE WRITING SKILLS BY PROVIDING A 3 TO 5-PAGE WRITING SAMPLE

Summary: This position is ideal for a person looking to implement their skills as an archeologist/anthropologist/ cultural resource person, and/or, expand their opportunity to experience the diverse tasks involved with Tribal Historic Preservation. The Bad River Tribal Historic Preservation Officer is responsible for the overall implementation of the Bad River Tribal Historic Preservation Office and the Tribal Historic Preservation Plan, as indicated in the Bad River Tribal/National Park Service (NPS) Agreement of October 2004. This position includes but is not limited to the following:

Essential Duties and Responsibilities:

The primary responsibility of the Bad River Tribal Historic Preservation Officer (THPO) is to implement the Tribal Agreement to assume certain responsibilities on tribal lands from the State Historic Preservation Office (SHPO) for the following functions set out in Section 101 (b) (3) of the National Historic Preservation Act (NHPA):

- Direct and conduct a comprehensive reservation-wide survey and maintain an inventory of historic and culturally significant properties including burial sites and sacred sites;
- Identify and nominate eligible properties to the Tribal, State, and National Register of Historic Properties and otherwise administer applications for listing historic properties on the National Register of Historic Places;
- Develop and implement a comprehensive, reservation-wide historic preservation plan covering historic, archeological, and traditional cultural properties;
- Advise and assist, as appropriate, federal and state agencies and local governments in carrying out their historic preservation responsibilities;
- Cooperate with the Secretary of Interior, the Advisory Council on Historic Preservation, and other federal agencies, state agencies, local/tribal governments, and organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development;
- Provide public information, education and training, and technical assistance in historic preservation;
- Consult with the appropriate federal agencies in accordance with Section 106 of the NHPA on:
 - Federal Undertakings that may affect historic and culturally significant properties within the boundaries of the Bad River Reservation;

- The content and sufficiency of any plans to protect, manage, or reduce or mitigate harm to such culturally significant properties;
- In evaluating the significance of an impact on historic and cultural resources, the THPO will consult with individuals who meet the Secretary's Standards for the discipline or disciplines that correspond to the resource under consideration. In any case, where the individual is not a staff member, the THPO will retain a copy of the consultation.
- Administer such federal assistance as may be provided for Tribal Historic Preservation activities pursuant to the 2004 Bad River/NPS Agreement;
- Work cooperatively with and assist the THPO Advisory Committee, which is the Tribal Repatriation Committee;
- Provide the following reports: 1) Annual Accomplishments Report to the National Park Service as required in the THPO Annual funding agreement, 2) Monthly reports to the Mashkiziibii Natural Resources Department Director, 3) Monthly oral reports to the Tribal Repatriation Committee;
- Write the Annual Statement of Work, also known as the "THPO Anticipated Activities" as it relates to the 2004 Bad River/NPS Agreement and develops the NPS-THPO Annual Budget and Tribal Resolution for submission to Tribal Council for approval and submittal to the NPS.
- Draft comments as needed in response to proposed federal undertakings for legal review;
- Provide representation on the Wisconsin Inter-Tribal Repatriation Committee to address issues concerning unaffiliated Native American Graves Protection and Repatriation Act (NAGPRA) inventories and excavated ancient Ancestors and their burial belongings and bodies.
- Any other duties as assigned by the Supervisor 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. Knowledge of the uniqueness of the Bad River Community and the Seven Grandfather Teachings, also known as, the Seven Principles of Life, is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

- High School Diploma or its equivalent required.
- Must have at least one year of experience relevant to the Essential Duties and Responsibilities.
- Minimum of two years of practicing knowledge of inherent cultural practices.
- Knowledge of 36 CFR 800 and the Native American Graves Protection and Repatriation Act.
- Knowledge of the uniqueness of the Bad River Community.
- Must be able to read cursive handwriting.
- Must orally demonstrate knowledge of the history of Bad River/Mashkiiziibii, if interviewed.

Preferred:

Bachelor of Arts preferred in any of the areas: Archeology, Anthropology, History and/or related field

Other Skills and Abilities:

Required:

Self-motivated and experience working in the area of historic preservation. Must possess a valid driver's license and meet the eligibility requirements for coverage under the Tribe's Auto Insurance Policy. Supervisory experience is required. Budget management experience is required. Grant writing experience preferred.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Subject to background checks.

Language Skills:

Must have excellent written and oral communication skills, including proficiency in Microsoft Word, Excel, Teams, Sharepoint, Outlook, PowerPoint, Zoom, and Webex among other emerging computer programs to increase efficiency in office management.

Must have skills, experience, and/or training in public speaking.

Must have familiarity working with Ojibwe Language.

Reasoning Ability:

Knowledgeable of computerized equipment, and various software programs.

Must demonstrate experience in organizational skills, developing strategies, setting goals and objectives; and the ability to work with little to no supervision.

Experience in working with school-age children and youth

Physical Demands: The physical demands described here are representative of those that must meet 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, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying packs for short to long distances.

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 essential functions.

This position is subject to inside and outside work. The noise level may be moderate to loud.

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. 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

HRassistant@Badriver-nsn.gov