YUROK TRIBE-JOB DESCRIPTION
Cultural Resources Specialist

Job Title: Cultural Resources Specialist  Pay Grade  7
Department: Administration/Cultural Resources  Location: Yurok Reservation
Reports To: Cultural Resources Manager  FLSA Status: Non Exempt

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE
Salary Range $20.72-27.03

POSITION SUMMARY:

Cultural Resources Specialist is responsible for conducting and assisting with all phases of completion of NHPA & Cultural Resources compliance reviews for the Yurok Tribe. This position is under the direct supervision of the Cultural Resources Manager, a Secretary of Interior Qualified Archeologist. Coordinates with the Yurok THPO and NAGPRA programs on NHPA reviews for the Yurok Tribe and its departments. Consults with Yurok Culture & NAGPRA Committees on cultural resource goals and management objectives for a range of tribal projects subject to NHPA compliance. Conducts field surveys and prepares reports used for NHPA compliance purposes for the Yurok Tribe and its departments.

DUTIES AND RESPONSIBILITIES:

1. Works under the direction of the Cultural Resource Manager and in coordination with the Yurok THPO to conduct Cultural Resource field surveys and prepare NHPA compliance studies on the Yurok Reservation.
2. Coordinates with Yurok THPO and NAGPRA programs on all NHPA compliance projects and field surveys, including scheduled consultations with Culture and NAGPRA Committees.
3. Provides the Cultural Resource Manager with written reports, field notes, completed site records and maps that meet current NHPA reporting and review standards.
4. Provides in-house services in the form of NHPA compliance reviews (surveys and reports) and NHPA consultation to other Tribal departments and programs, on request.
5. Works and coordinates with tribal departments and staff in identifying and completing NHPA requirements for tribal grants and projects.
6. May assist THPO in supervision of Yurok Cultural Resources Monitors.
7. Other duties as assigned by Cultural Resources Manager or at the request of THPO, NAGPRA or Executive Office related to cultural resources protection.

SUPERVISORY RESPONSIBILITIES:

This is a minimal supervisory position. May assist the THPO in the supervision of Yurok Cultural Resources Monitors.
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MINIMUM QUALIFICATIONS:

1. A Bachelor’s degree in Anthropology with an emphasis in Cultural Resources Management or Archeology or appropriate other degree.
2. Ability to conduct research and write reports to a high standard.
3. Valid state issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy.
4. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
5. Must pass a comprehensive background check.

EDUCATION/EXPERIENCE:

A Bachelor’s Degree in Anthropology with an emphasis in Cultural Resources Management, Archeology or related discipline from an accredited university or college.

Equivalent combination of education and experience is qualifying for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a comprehensive background check.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Must be able to hike long distances and navigate in rugged and remote terrain.
7. VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
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- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ___________________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

______________________________  _____________________  ______________
Employee Signature                  Date                      Employee #

____________________________________________________
Supervisor Signature                  Date