



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

HUMAN RESOURCE DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 572-0213

FAX (760) 572-0515

### **POSITION DESCRIPTION**

**Position: Historic Preservation Officer**

**Salary: \$37,500-\$45,000 annually, DOE**

**Opening: Monday, June 10, 2019**

**Closing: Friday, June 21, 2019**

### **BASIC FUNCTION:**

Historic Preservation Officer, under the Supervision of the Tribal Administrator, will perform duties in establishing, planning, directing, and coordinating the work of the Historic Preservation Office. Will oversee the work of contractors engaged in tribal construction activities and promote protection through monitoring, education, and research. Will provide public awareness with the mission to promote, protect, preserve and manage all matters relating to tribal environmental and cultural resources.

### **QUALIFICATIONS:**

- BA/BS is desired and/or eight (8) years of archaeological field experience, cultural resource management, work experience in the field of historic property management, or experience as a Tribal Cultural monitor.
- Knowledge and understanding of mission, organizational goals and objectives of the Quechan Tribe's intent for prehistoric and historic preservation and cultural resource management.
- Experience and familiarity with regulations and standards relevant to historic preservation and cultural resource management including current preservation laws, maps, archaeological reports including but not limited to NHPA, NAGPRA, CEQA and NEPA.
- Must be able to hike/walk to monitor/assess historical areas, which might include rough terrain mountainous conditions and endure severe weather conditions Ability to establish and maintain effective communication with Tribal Council, Quechan Cultural Committee, tribal members, tribal employees, State and Federal Agencies, and various other groups to efficiently gather information and develop programs and procedures, and further the work of the Historic Preservation Office and Quechan Cultural Committee.
- Administrative ability in managing tribal historic preservation and cultural resource management department.
- Ability to prepare and present detailed written reports.
- Capable and willing to work outdoors and travel when required.
- Valid driver's license and be insurable by the Tribe.
- Experience using GPS and GIS.
- Experience with Excel, Access, Word, Power Point and Adobe.

**DUTIES & RESPONSIBILITIES:**

- Oversees the daily operation of the Historic Preservation Office and works to preserve and protect prehistoric and historical values of the Quechan community and property.
- With the guidance of the Tribal Administrator and the Quechan Cultural Committee expand and maintain a Quechan Register of Historic places composed of districts, sites, buildings, structures and objects significant in the Quechan history; including architecture, archaeology, engineering and culture.
- Prepare and implement a comprehensive prehistoric, historic and environmental preservation protection plan.
- Consult with and maintain effective relations with Federal, Tribal, State and local agencies regarding matters of interest and importance to the Tribe regarding prehistoric and historic cultural resources.
- Responsible for all phases of program development, implementation and budget preparation including identifying alternative and additional resources for funding for cultural resource management activities.
- Participate in workshops, trainings, staff meeting and in-service activities for the purpose of expanding skills relevant to job responsibilities.

**FOR MORE INFORMATION AND TO APPLY CONTACT:**

**Quechan Indian Tribe  
Human Resource Department  
350 Picacho Rd.  
Winterhaven, CA 92283  
Telephone: (760) 572-0213, Ext.280  
Fax: (760) 572-0515**

**Mailing Address:  
P. O. Box 1899  
Yuma, AZ 85366**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, The Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants MUST PASS a pre-employment Alcohol and Drug screening and Background Check.