# POSITION DESCRIPTION

**POSITION: Tribal Historic Preservation Assistant** **POSTING DATE: April 7 2021**

**LOCATION: Historic Preservation-Massachusetts office CLOSING DATE: April 16 2021**

**SALARY: $ 18.00/hourly Part-time Temporary Non-Exempt PAYGRADE: 3**

**Reports to: Tribal Historic Preservation Manager Department/Office: Cultural Affairs Division: Tribal Administration**

**GENERAL RESPONSIBILITIES: The Historic Preservation Assistant provides important part-time administrative support for the Massachusetts-based Historic Preservation extension office including project tracking, agency correspondence, and archiving responsibilities primarily related to Section 106 of the National Historic Preservation Act. This is a temporary position expected to start as soon as possible for a duration of 16 weeks, 24 hours/week.**

**DUTIES:**

1. Manage inflow of State/Federal cultural resource project review submissions by ensuring completeness of initial project submissions and entering or updating project data into tracking tool. Upload project documentation into database tool.
2. By phone or email, serve in a professional manner as a focal point for routine administrative questions from external agencies regarding project review status using the departmental database or to communicate the Tribal Historic Preservation program’s procedures and guidelines using the departmental manual.
3. Upon completion of training, gain ability to discern high priority or emergency status of historic preservation reviews and flag these for manager follow up.
4. As required, on a limited basis, attend virtual project consultation meetings in order to gather information. Compose summary notes and enter into project database.
5. Utilizing project database, export project data as needed such as for departmental reporting or project inquiries.
6. Participate in staff and committee meetings as requested.
7. Time permitting, coordinate with Museum Specialist as needed to ensure Historic Preservation program research, historical document records, etc., are copied to the Museum’s archival records.
8. Where appropriate, assist with collections intake as needed, labeling artifact boxes and entering associated identification numbers into collections database.
9. Assist with developing social media content or support for special events as requested.
10. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**QUALIFICATIONS:**

1. GED or high school equivalency required.
2. Must have a working knowledge of MS Office suite and database management.
3. Prior demonstrated experience with customer service, including professional phone and email communication skills.
4. Possess a high level of sensitivity to the needs of the tribal community.
5. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork.
6. Must adhere to Employer’s Employee Dishonesty Policy.
7. Must pass pre-employment drug and health screening. Must adhere to the Tribe’s Drug and Alcohol-Free Workplace Policy during the course of employment.
8. Must have a valid driver’s license, reliable transportation, and insurance.
9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
10. Must be eligible for coverage under the employer’s liability insurance.
11. Must be able to meet physical requirements of position.
12. Must abide by departmental and organizational safety, testing, and uniform guidelines.
13. Must be reliable and prompt when reporting to work.
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
16. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

SUBMIT APPLICATION TO:

Human Resource Department

P.O Box 70

N8705 Moh He Con Nuck Rd

Bowler, WI 54416

**WE ARE A DRUG-FREE EMPLOYER.**

**CANDIDATES MUST PASS DRUG SCREEN**

**AND REMAIN DRUG-FREE.**

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position: 4/6/21 Tribal Council Approved:

Revised: