



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

**POSITION:** Tribal Historic Preservation Officer      **POSTING DATE:** 3-22-22  
**LOCATION:** Williamstown, MA Office      **CLOSING DATE:** 3-29-22  
**SALARY:** \$ Negotiable      Exempt      Reports      **PAYGRADE:** 6  
**to:** Tribal Historic Preservation Manager  
**Office:** THPO      **Department/Office:** Cultural Affairs      **Division:** Tribal Administration

**GENERAL RESPONSIBILITIES:** The position is under the direction of the Tribal Historic Preservation Manager. The position is responsible for representing Stockbridge-Munsee's interests in protecting Mohican and Munsee sites primarily within its ancestral territory in the Northeast. The position is responsible to be the link between the Stockbridge-Munsee Community and other parties within Section 106 of the National Historic Preservation Act, managing a caseload of approximately 400 project reviews annually across a service area of 6 northeastern states. The position is for a trained archaeologist, as it involves evaluating archaeological data, advising the department on archaeological collections, and will at times conduct archaeological surveys for the Tribe's interests.

### STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays on-call services.
5. Must obtain and maintain Elder/Youth License as stated on job description.
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

### DUTIES:

1. Review, analyze, provide written comment on, record and track cultural resource project submittals as related to Section 106 reviews, including assessing archaeological data.
2. Consult inter-governmentally as a representative of Stockbridge-Munsee Community with appropriate Federal and State agencies in accordance with Section 106 of the National Historic Preservation Act; and State Indian Nations cultural resource policies regarding the Tribe's interest in protecting Mohican and Munsee historic sites.
3. Conduct research utilizing local personnel, State Historical Society or any other archives or institutions for the collection of information to record, analyze and evaluate data for identification of cultural sites.
4. Act as the primary contact person if artifacts and human remains are uncovered via road or building construction in state of New York and surrounding states if relevant to Stockbridge-Munsee history.
5. Work with the Historic Preservation Manager to identify and document significant resources, historic sites, cultural properties, landmarks, historical documents, and artifacts. Advise department on its archaeological collections.



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

6. Travel throughout the service area of New York, Vermont, Massachusetts, New Jersey, Connecticut, and Pennsylvania oftentimes alone and in remote areas in order to monitor fieldwork, construction projects, or to participate in on-site consultation meetings.
7. Participate in Historic Preservation Committee, archaeological professional groups, and other relevant workgroups in New York and surrounding states if relevant to safeguarding Stockbridge-Munsee history.
8. Work with Historic Preservation Manager to design and carry out archaeological studies, conduct traditional cultural properties investigations, conduct reburials, and for National Register nominations or updates to preserve significant Mohican and Munsee sites.
9. Provide public information, education and training, and technical assistance in archaeology and historic preservation topics, oral and written. Be able to develop community-based camps, workshops, presentations or other educational engagement on archaeology and historic sites for Stockbridge-Munsee community members.
10. Manage college interns assisting with carrying out special project needs.
11. Compose new grant applications for historic preservation projects as opportunities arise and be competent in serving as a project director in carrying out such grants.
12. 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. Bachelor's degree in Archaeology is required; Master's degree is preferred.
2. Demonstrated proficiency in conducting archaeological fieldwork relevant to precontact North American sites.
3. Must live within a reasonable distance of the Williamstown, MA office area.
4. Must be able to write clear and concise professional reports and correspondence and demonstrate analytical writing skills. Grant-writing experience preferred.
5. Must be able to present formal verbal presentations and successfully perform high-level professional dialogue with governmental agencies.
6. Familiarity with Section 106, National Environmental Policy Act, and Archaeological Resources Protection Act.
7. Learn or have knowledge of Mohican and Munsee History and possess a high level of sensitivity to the needs of the tribal community.
8. Must have the ability to analyze and utilize a wide variety of reference, descriptive, and/or technical data and information such as archaeological and engineering reports and mapping.
9. Demonstrate excellence in conducting community-based research.
10. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork.
11. Must adhere to Employer's Employee Dishonesty Policy.
12. 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.
13. Must have a valid driver's license, reliable transportation, and insurance.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
15. Must be eligible for coverage under the employer's liability insurance.
16. Must be able to meet physical requirements of position.
17. Must abide by departmental and organizational safety, testing, and uniform guidelines.



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

18. Must be comfortable traveling alone in remote areas for fieldwork and monitoring.
19. Must be reliable and prompt when reporting to work.
20. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
21. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
22. 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  
W12635 Cty A  
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 Tribal Employment.

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:  
Revised: 3/2/2022

Tribal Council Approved: 3-15-22