

POSITION: Tribal Historic Preservation Manager  
LOCATION: Troy, NY Sage College  
SALARY: Negotiable Exempt

POSTING DATE: 6-13-19  
CLOSING DATE: 6-20-19  
PAYGRADE: 7

Reports to: Cultural Affairs Director Department/Office: Cultural Affairs/Historical Preservation Division: Tribal Administration

**GENERAL RESPONSIBILITIES:** The position works within the guidelines of the National Historic Preservation Section 106 law and The Native American Graves Protection and Repatriation Act; that provides supervision and direction for the Tribal Historic Preservation Office Staff in the daily activities for preservation of the cultural heritage of the Stockbridge-Munsee Band of Mohicans. This position will spend most of the time on the East Coast Office, with a potential of spending up to a ¼ of their time in the Wisconsin Office; when needed.

**DUTIES:**

1. Oversee the Administration of Section 106 of the National Historic Preservation Act as it relates to the Stockbridge-Munsee Tribe. Will assist with the administration of Section 106 as needed
2. Administer Native American Graves Protection and Repatriation Act as it relates to the Stockbridge-Munsee Tribe
3. Conduct research, utilizing local personnel, State Historical Society and Historic Preservation Offices or any other archives or institutions for the collection of information to record, analyze and evaluate data.
4. Identify and catalogue significant resources, historic sites, cultural properties, landmarks, historical documents, artifacts and burial grounds Conduct personnel interviews with Tribal and non-Tribal members and relevant institutions in the process of gathering historical data.
5. Support or act as the primary contact person if artifacts and human remains are uncovered via road or building construction on the reservation or off the Reservation if relevant to Stockbridge-Munsee history.
6. Compose concise descriptions of documents, human remains, and artifacts for inventory and entry into computerized database for Section 106 and NAPGRA
7. Collect data, artifacts, and other items, storing information or items using cautionary measures to ensure preservation.
8. Work to rebury any human remains associated with the Stockbridge-Munsee Tribe located in museums or other agencies who have remains in their collections
9. Work with grants writer to supplement the historic preservation activities including but not limited to grants to work on repatriation processes.
10. Will monitor departmental budget ensuring all expenditures are within policy, sufficient funds are available to support program activities and prepare the annual fiscal budget.
11. Development of Cultural Resources and Management Ordinance.
12. Research traditional cultural properties investigations
13. Work with archeologist or necessary agencies to conduct reviews, relevant to S/M tribe and to maintain compliance with the Section 106 funding agreement with the National Park Service.
14. Provide public information, education and training, and technical assistance in historic preservation.
15. Consult with appropriate federal agencies in accordance with Section 106 of the National Historic Preservation Association on undertakings that may affect historic properties.
16. Able to assist with archeological digs, either monitoring or helping.
17. Must be able to read archaeological site reports and communicate the tribe's interest with the site.
18. Must be flexible in ability to travel to Wisconsin and throughout the east coast and stay for extended periods of time; when necessary.
19. Must maintain an acceptable departmental attendance record.
20. Must be reliable and prompt when reporting to work.

21. Must be able to work extended hours, evenings or weekends when required to complete a task
22. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
23. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
24. 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.
25. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

**QUALIFICATIONS:**

1. Bachelor's degree in archaeology, anthropology, or closely related field; supplemented by up to two (2) years previous experience and or training involving reading and comprehension of archeology reports, site monitoring and historic preservation, or an equivalent combination of education, training, and experience.
2. Must be knowledgeable of the Stockbridge-Munsee history.
3. A Tribally enrolled member or direct descendant of the Stockbridge Munsee Community is required.
4. Must be able to write clear and concise reports and to present formal verbal presentations.
5. Must be able to work alone or with groups
6. Must possess the ability to perform high level dialogue with governmental, foundation, and private organizations as related to section 106 or Native American Graves Protection and Repatriation Act.
7. Possess a high level of sensitivity to the needs of the cultural community and the assessment process.
8. Must have the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
9. Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments both within the Tribe and outside the tribe in the spirit of compromise
10. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork.
11. Must be able to travel frequently alone and stay for extended time throughout the United States with the main area being the east coast.
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 are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
15. Must abide by departmental and organizational safety, testing, and uniform guidelines.
16. Must be able to meet physical requirements of position.
17. Must be eligible for coverage under the employer's liability insurance.

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 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 Position: 08/31/04

Revised Position: 5/21/13

12/11/18

05/14/19

Tribal Council Approved:

Tribal Council Approved:9-10-04

12-18-18