



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	909042008	Last Revised:	01/28/2019
Position Title:	Tribal Historic Preservation Assistant	Department:	Tribal Historic Preservation Office
Reports to:	Tribal Historic Preservation Specialist	Division:	Operations

Primary Function: This position provides both administrative and project assistance to the Tribal Historic Preservation Specialist and Tribal Historic Preservation Officer. In addition, this position conducts Section 106 consultation with federal agencies as assigned by the Tribal Historic Preservation Officer.

- Job Duties and Responsibilities:**
- Interact with internal and external customers / clients in a polite and professional manner.
 - Assists the THPO in the performance of historic preservation-related duties, including National Historic Preservation Act (NHPA) Section 106 scoping request reviews, site visits, and consultations.
 - Assists in organizing THPO program correspondence and files, preparing response letters, reports and forms, entering data and files into the THPO data base, and filing all project information.
 - Engages in consultation with various federal agencies as assigned by the THPO, processing all Section 106 information related to federal undertakings. These consultations and reviews shall be conducted with the oversight of the Tribal Historic Preservation Specialist and/or the Tribal Historic Preservation Officer.
 - Attends THPO-related consultations when deemed necessary by the THPO, particularly in the case of scheduling conflicts that would cause the absence of the THPO or other senior staff.
 - Assists in projects requiring physical labor that could include weekend work days. Such projects may include archaeological fieldwork or compliance driven site visits when deemed necessary by the Tribal Historic Preservation Officer.
 - Attends cultural and historic preservation training opportunities when offered by the THPO.
 - Facilitates Elders Advisory Board meetings and gatherings.
 - Maintains financial reports.
 - Provides upkeep of all office equipment and supplies.
 - Monitors program budgets and keeps manager appraised.
 - Attends Tribal committee meetings in place of manager if needed.
 - Maintains all office forms for program.
 - Prepares purchase orders according to Tribal Finance Office procedures and policies.
 - Performs all other duties as assigned by the Tribal Historic Preservation Officer.

- Education /Experience:**
- Bachelor's Degree in Anthropology, Archaeology, Historic Preservation Law, History, or Architectural History or related field required.
 - General work experience of one (1) to three (3) years is required. Six to nine months are needed to become proficient in most aspects of the job.
 - Valid NC Driver's License required.

Job Knowledge: Specific specialized technical knowledge and skills, such as archival research and the ability to analyze and synthesize written and oral data to generate project documentation is a necessity. The THPO Assistant must be able to communicate effectively, both verbally and in written form on a professional level with representatives of other government agencies (tribal, federal, state,

and local), museums, and educational institutions. Must be able to work cooperatively with people from a wide spectrum of educational backgrounds, work independently and in groups, and follow instructions from the Tribal Historic Preservation Specialist and/or the Tribal Historic Preservation Officer.

Must be proficient with computers and familiar with general office software as required. The Assistant must have some knowledge of Cherokee culture and tribal history. Knowledge of written and spoken Cherokee language is desirable. Knowledge of the National Historic Preservation Act (NHPA) of 1966, as amended in 1992, Section 106 historic preservation duties is required. Must obtain a current criminal record check.

Complexity of Duties:

- Must be able to assist the Tribal Historic Preservation Office with National Historic Preservation Act reviews, site visits, and consultations.
- Must be able to conduct all consultations relating to assigned agency responsibilities regarding any federal undertaking which may have an impact on tribal cultural resources.
- Must receive and log all NHPA related mail and correspondence and see that it is distributed to proper THPO personnel in a timely fashion. Section 106 consultations are always conducted with a finite time limit, normally 30 days, and rapid processing of NHPA correspondence is critical to the execution of the duties that the THPO performs for the tribe.
- Must be able to organize files and complete the filing of documents in THPO record storage; and must be able to rapidly retrieve said documents upon request.
- Must be able to type accurate response letters, reports and forms, and perform database entry. Must be able to travel to out-of-state consultations when deemed necessary by the THPO. Must be able to answer inquiries about Cherokee historic preservation initiatives, and Cherokee history and culture. Must be adaptable and resourceful to perform other historic preservation duties as assigned by the Tribal Historic Preservation Assistant or the THPO.
- Schedules and completes assignments within specified time periods.

Contact with Others:

Under direct supervision of the THPO Specialist and/or THPO, the Assistant shall have significant contact with tribal members when acquiring oral histories, providing information to general inquiries, and in executing other job-related duties. The Assistant shall have significant contact with governmental agency staff during the consultation process. Routine contact by telephone, email, and staff meetings with THPO Specialist and/or THPO for status reports and planning.

The execution of job duties requires a high degree of tact, courtesy, etiquette, interpersonal skills, and business manners. The position requires occasional interaction with the public, federal agencies, historic preservation professionals, university staff, museum staff, and tribal members across the full demographic spectrum. Excellent reasoning skills are necessary in addition to a high standard of moral and professional ethics. Must possess an ability to communicate well, both in writing and orally.

Confidential Data:

This position has access to confidential information, including all program memoranda, files, and records. Will also have access to FOIA-Exempt documents, including archaeological reports, site files, maps, and other location specific data.

Mental /Visual /Physical Effort:

Close concentration and attention to details are required while performing most duties of the job. Subject to frequent interruptions, both by phone and in person, where varied responses with each contact are required. While in the office and field, the duties of this job routinely require standing, walking, sitting, kneeling, reaching, speaking, and hearing. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis

Environment:

Works in normal business office environment (80% or more) and outside (20% or less) in all types of weather conditions. The Assistant works in a busy office environment, frequently interacting with tribal members and the general public, and in the field at archaeological sites, professional conferences, and consultations.

**Supervision
Received:**

Works under the general supervision of the Tribal Historic Preservation Specialist and/or the THPO Deputy. Must be able to work independently without direct supervision on a typical day. Must be able to contribute as a member of a team.

**Resourcefulness
and Initiative:**

Follows well defined procedures and guidelines in job duties with minimal supervision. Must communicate, respond appropriately to various situations, and plan and coordinate various aspects of duties.

**Responsibility for
Accuracy:**

Documentation, data entry, bookkeeping procedures, and program files require a high degree of accuracy. Written communications are required to fulfill NHPA Section 106 requirements. These written communications must be concise, thorough, accurate, and free of data discrepancy and grammatical errors. The THPO Assistant is responsible for accuracy of any data or communication executed directly. Must accurately cite sources when report writing, recording provenience, and taking survey field notes.