



The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 04/04/23
CLOSE: Until
Filled

EXEMPT X
NON-EXEMPT _____

POSITION DESCRIPTION

POSITION: CULTURE & HERITAGE DIRECTOR

RESPONSIBLE TO: General Manager

SALARY: Step Range: 25-44; Full Benefits
Salary Range: \$56,024 - \$98,238
Hourly Range: \$26.93 - \$47.23

CLASSIFICATION: Professional/Management, Regular, Full-time

LOCATION: The Klamath Tribes
Culture & Heritage Department
Goos oLgi gowa Community Center
35601 Choke Cherry Way
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level background

POSITION OBJECTIVES

The purpose of The Klamath Tribes Culture & Heritage Department is to identify, preserve, and protect the cultural resources of The Klamath Tribes. This department manages the Tribes' cultural programs to protect historic sites, create cultural media, plan community events, and support cultural revitalization.

This position is responsible for strategic planning, organizing, directing, supervising, and managing all functions arising in the course of developing The Klamath Tribes Culture & Heritage Department to preserve, protect, and revitalize the Klamath, Modoc, and Yahooskin Paiute cultural practices and provide cultural site protection measures.

The Department must ensure that traditional knowledge is preserved for the benefit of future generations.

The position is charged with the protection and preservation of Tribal historic sites within the aboriginal territory of the Klamath Tribes through planned resource management activities and ensuring cultural resource protection laws are followed.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop a plan for meeting the Tribe's goal of preserving and sharing its history and culture and protection of culturally significant sites.
2. Hold cultural learning classes/events and record individuals who wish to pass on their cultural knowledge; conduct recordings only with the full consent of the individuals involved.
3. Consult with other agencies, such as schools and universities to ensure that they accurately portray Tribal history in their classes.
4. Seek grant funding sources, manage existing grants, contracts, and MOU's in compliance with applicable Tribal and federal laws, regulations and policies. Provide grant reporting as required.
5. Prepare annual budgets and plans for programs within the department. Review and monitor expenditures to remain within established budgetary constraints.
6. Responsible for developing, establishing and meeting short-term and long-term goals and objectives of the Culture & Heritage Department. Develop and implement work plans and procedures regarding those goals
7. Ensure clear and effective policy and regulatory administration and compliance procedures. Develop, amend, and/or recommend new Culture & Heritage Department policies for adoption by the Tribal Council.
8. Exercise the full range of supervisory duties for department staff and activities. Perform overall work planning, establish work schedules and priorities, and assign and review work. Keep employees informed of management policies and goals. Carry out supervisory responsibilities in accordance with the organization's policies and applicable policies, laws/ordinances.
9. Ensure the General Manager and Tribal Council have the information and assistance necessary to assess or respond to the actions or decisions public, private, or special interest groups whose acts may affect the rights, interests, or opportunities of the tribes in managing their cultural resources. Prepare supporting documentation for decision-making

and in accordance with the Culture & Heritage Department's short-term and long-term goals.

10. Develop and maintain records and prepare reports and documents related to departmental programs and activities. This may include, but is not limited to personnel data as well as museum, cultural site inventories and all other cultural resource data.
11. Serve as the primary point of contact for NAGPRA related activities and work closely with the NAGPRA Committee, Tribal community and Tribal leadership. Keep the General Manager, Tribal Council, Culture & Heritage Committee and the NAGPRA Committee informed of cultural, and other issues or priorities; including maintaining an up to date Project Report for all projects the Culture & Heritage Department is involved with. Provide bi-weekly, monthly and quarterly reports as directed.
12. Ensure the Tribal Membership is informed of services provided by the Culture & Heritage Department and how to access those services by providing informational seminars to the Tribal population on an annual basis. New programs must be presented to the Tribal population when implemented to ensure the Tribal membership is aware of opportunities for learning the culture of the Tribes.
13. Ensure the Culture & Heritage Department creates and maintains a rolling calendar of events, which outlines the various cultural classes and activities planned.
14. Present to the public and attend project demonstrations, seminars, workshops, and other professional opportunities to maintain the necessary level of the programs' cultural expertise.
15. Seek innovative ways of providing cultural learning opportunities to Tribal Members, including but not limited to virtual learning environments. Ensure that new and sustained activities are consistent with overall Tribal/community needs.
16. Responsible for working with internal and external entities to provide Cultural Site Monitors as needed for projects to ensure areas within the Klamath Tribes homelands are monitored appropriately. Oversee the cultural monitoring program and the site protection program. Provide information to the Tribal Council to ensure effective communication among government agencies and private industry regarding cultural resource issues.
17. Work closely and cooperatively with the General Manager, Tribal Council, other Tribal programs and Tribal advisory committees such as the Education Committee, Culture and Heritage Committee, NAGPRA Committee, federal and non-federal agencies and organizations, Tribal members, other staff, and the general public on cultural needs or site protection.

18. Support and work cooperatively with appropriate committees, divisions and departments through formal and informal partnerships to ensure preservation of Tribal culture. Devise and support educational initiatives and ensure the educational and cultural activities of the Tribe are maintained.
19. Implement, supervise and evaluate special, short-term projects as assigned.
20. Responsible for planning, developing and implementing Cultural Resource Technician training program. Oversee all projects associated with this activity.
21. Responsible for planning, developing and implementing processes for re-burial of ancestral remains and funerary objects.
22. Responsible for appropriate internal tribal consultation, planning, developing and implementing the annual C'waam Ceremony. Oversee all projects associated with this activity.
23. Responsible for planning, developing and implementing the annual Culture Camp. Oversee all projects associated with this activity.
24. Responsible for gaining an understanding of tribal members who understand and practice the varying traditions of the three tribes, particularly those who are able and willing to teach and share these with other tribal members.
25. Responsible for the compilation of Klamath Tribal historical information/items that will eventually be transferred to a museum setting; including gathering, cataloguing historical items and the safe and secure storage of items collected. Direct the planning of data collection, recording projects, and archiving projects.
26. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The General Manager outlines the overall Tribal and/or program objectives and priorities, time limits and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems, completes work using own initiative, exercising judgment according to previous training, experience and instructions.

Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

General knowledge of, or the ability to learn and understand the Klamath Tribes organization, functions, policies, goals, priorities and operating programs.

Management skills in policy formulation, program development, and development of organizational plans, and the effective accomplishment of programs.

Knowledge of the Klamath, Modoc and Yahooskin Paiute cultural landscapes, such as villages, hunting and camping sites, gathering areas, or burial sites.

Knowledge of the history, cultural practices, and value systems of the Klamath, Modoc, and Yahooskin Paiute people.

Considerable knowledge of cultural resource management theories, practices, and principles.

Knowledge of public land survey system and experience with archaeological field survey methods.

Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, and governmental regulations.

Able to read topographical maps and the ability to create sketch maps for site identification.

Able to establish and maintain effective and cooperative working relationships with employees, other departments, state, county and local agencies, contractors, Tribal members, elected Tribal officials, and the general public.

Excellent interpersonal skills both in person and by phone using professional and courteous etiquette with sensitivity to the diversity of a multi-cultural audience and with cultural sensitivity.

Able to communicate clearly and concisely with Committees, Tribal Government, federal, state, or local governmental agencies and archaeological consultants. Ability to prepare written as well as present oral reports in a clear and concise manner. Effective in presenting information to top management, public groups, and/or boards of directors.

Able to write reports, business correspondence, and procedure manuals, respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Able to read and understand Environmental Impact Reports, Archaeological Addendums, Site Records, and other professional documents and/or terminology used by developers and governmental agencies to reference projects/proposals.

Proficient time management and delegation skills with ability to meet deadlines and manage multiple priorities.

Ability, knowledge, and skills to prepare budgets and administer contracts in accordance with established policies, rules and regulations.

Ability to effectively organize, assign, and supervise the work of subordinate employees. Strong team management skills.

Ability to achieve programmatic and organizational goals; making sound decisions exercising judgment based on experience, training, and instructions.

Able to maintain a high level of accuracy and confidentiality concerning Tribal matters, by using tact, diplomacy, and an understanding of the organizational culture, climate, and/or politics.

Able to recognize and protect sensitive information and perform duties with high integrity and responsibility.

Adaptable and able to work in a rapidly changing, fast-paced environment.

Effective collaboration skills and enjoy working with others.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have a Bachelor Degree in related field; **OR** equivalent job-related experience may be substituted for degree. Consideration will be given to a relevant combination of education/experience equal to at least four years. *(Submit documentation with application.)*
- **REQUIRED** to have a minimum of five years related experience or training in Administrative or Program Development of Native Cultural Resources; or equivalent combination of education and experience.
- **REQUIRED** to have deep familiarity with Klamath, Modoc, and Yahooskin peoples and their homeland.

- **REQUIRED** to possess extensive knowledge of The Klamath Tribes culture and traditions, archaeological excavation and investigation procedure, and identifying Klamath, Modoc, and Yahooskin artifacts with the ability to learn and teach others.
- **REQUIRED** to have knowledge of State and Federal laws and Acts enacted to protect Native American cultural sites, cemeteries, and items of cultural patrimony.
- **REQUIRED** to have a minimum of two years of direct staff supervision.
- **REQUIRED** to have demonstrated knowledge of grants and contracts and be able to successfully meet requirements of existing grants, contracts.
- **REQUIRED** to have two years of budgetary experience in an administrative capacity and be able to interpret and administer multiple complex funding streams and strict budgetary guidelines as outlined in program grants and memorandums of agreement (MOUs).
- **REQUIRED** to possess excellent oral and written communication skill to communicate effectively both orally and in writing with Tribal staff, Tribal leaders, and State and Federal agencies.
- **REQUIRED** to have the capacity and willingness to accept responsibility and remain professional in a multitude of situations, i.e., requires exceptional interpersonal skills.
- **REQUIRED** to have excellent customer service skills in working with a wide spectrum of individuals; must demonstrate positive listening, empathy, politeness, tact, efficiency, initiative, self-control, and attention to detail.
- **REQUIRED** to write professionally, clearly, and succinctly; must submit a writing sample with application which reflects this requirement.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Physical Requirements/Work Environment:

- Prolonged periods of sitting at a desk working on a computer.
- Ability to lift, push, or pull up to 50 pounds or, on occasion, over 50 pounds.
- Navigating uneven terrain, including but not limited to walking, climbing, stooping, kneeling, and crawling.
- Position involves possible exposure to the elements.
- Sufficient hand-eye coordination, use of hands and fingers to handle work-related items; visual acuity to operate equipment, and read technical and safety information; hearing ability sufficient to perceive and respond to oral communications and ambient sounds both in and out of doors.
- Work environment requires excellent personal hygiene due to working in close proximity to others in an enclosed area.
- Evening and/or weekend or extended hours and irregular shifts may be required to meet program needs.

Preferred Qualifications:

- BS/BA, MA, or Ph.D. in Native American Studies or Culture, History, Anthropology, or related field is desired.
- Previous experience teaching others is preferred.
- Positive working experience with Native Americans in a related field will be given preference.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (Must submit tribal documentation with application to qualify for Indian Preference).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes
 ATTN: Human Resource
 P.O. Box 436
 Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS. Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference". Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)