



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

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

OPEN: 04/22/26
CLOSE: 05/06/26

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: CULTURAL RESOURCE PROTECTION SPECIALIST

RESPONSIBLE TO: Culture and Heritage Director

SALARY: Step Range: 25-35; Full Benefits
Salary Range: \$59,406 - \$79,837
Hourly Range: \$28.56- \$38.38

CLASSIFICATION: Non-Management, Regular, Full-Time

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

BACKGROUND: P.L. 101-630 level background

POSITION OBJECTIVES

The primary purpose of this position is to protect and preserve tribal cultural resources, to represent the Culture & Heritage Department on issues relating to the Klamath Tribes culture and history, and to assist in duties related to the perpetuation of the Tribes living and historical culture. The work activities are culturally sensitive in nature and may include working with cremation/burial items and human remains.

MAJOR DUTIES AND RESPONSIBILITIES

1. Identify and monitor cultural sites before, during, and following management activities.
2. Supervise Cultural Resource Technicians in survey and monitoring projects. This includes but is not limited to verifying attendance, coordinating, scheduling and collaborating on project

and personnel matters, insuring timesheets of crew members are completed per payroll schedule and assisting with appropriate gear and supplies for crew members.

3. Ensure that policies and customs of the Klamath Tribes are maintained within the aboriginal territory.
4. Knowledge of 25 USC 3001, 43 CFR10, P.L. 101-601, and Section 106 of the NHPA, ARPA, NEPA and other cultural resource laws to advise and assist law enforcement agencies in the prevention of damage and theft to significant cultural sites.
5. Provide written and oral reports to the Culture and Heritage Director, Tribal Council, and the Culture and Heritage Committee.
6. Through email, video conference, and phone correspondence, provide recommendations and informal consultation to Tribal, Federal, State, private, and other entities to prevent damage to cultural sites during ground disturbing activities.
7. Provide written recommendations for Tribal, Federal, State, private, and other entities for protection of cultural resources.
8. Work with the Archaeologist and/or Archaeological Technician to produce maps and reports of surveys that can be used for permanent site records and for reports to the State Historic Preservation Office, Federal and State agencies, and other Tribes.
9. Serve as liaison to Tribal crews contracted to special projects and as a Tribal Cultural Resource Management Representative to agencies during emergency operations.
10. Work with the Culture & Heritage Director and NAGPRA Technician to complete NAGPRA and other Repatriation cases.
11. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Cultural Resource Protection Specialist works under the direct supervision of the Culture & Heritage Director. The Director will provide general guidance on work to be completed. Work is assigned in terms of functional/organizational objectives. The Director assists with unusual situations, which may not have clear precedents. Employee resolves problems on the basis of

past precedents and exercises good judgment in interpreting guidelines and applicability. Employee plans and carries out various stages of the work/project by selecting and using approved methods and techniques as appropriate. Completed work is reviewed or discussed for technical adequacy, quality, and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Ability to work independently, collaborate within a team environment and demonstrate cooperative leadership qualities.

Ability to identify items that may be of Klamath, Modoc, and Yahooskin origin held in either museum collections and/or federal repositories.

Ability to work around human remains and burial/cremation items.

Knowledge of Tribal, Federal, and State resource management activities, laws, policies, and practices.

Knowledge of the former reservation area and aboriginal territory of The Klamath, Modoc, and Yahooskin.

Knowledge of neighboring tribes and their aboriginal territories that border that of The Klamath Tribes.

Ability to communicate effectively, both orally and in writing, to Tribal Elders, Staff, Museums, and State and Federal agencies in a professional manner.

Knowledge of cultural resource laws.

Ability to maintain **strict confidentiality** in order to protect the integrity of the Klamath Tribes cultural resources.

Ability to interpret museum inventories, catalogues, and other relevant documentation.

Ability to read and follow maps.

Ability to perform work both outdoors in inclement weather conditions, as well as in an office setting.

Must be willing to work irregular work schedules with some erratic hours as required.

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 minimum of three years of work experience in a cultural resource field. Experience must show demonstrated requisite knowledge and skills needed for work in carrying out cultural resource management practices in the field.
- **REQUIRED** to have Cultural Resource Technician/Archaeological Technician certification.
- **REQUIRED** to have demonstrated working knowledge of the NAGPRA process.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Outlook, Word, Excel and work in a networked environment.
- **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 adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **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.

Preferred Qualifications:

- Previous experience in a supervisory or managerial role.
- Knowledge and understanding of Native American Culture.
- Demonstrated ability to use technology and software on a daily basis to complete work tasks.

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)