



MIN Cultural and Historic Preservation Manager

Salary Range: \$55,000-\$75,000.00

General Description

The position reports to the Chief, Assistant Chief and Tribal Council, is responsible for the protecting and preserving of sacred objects, archeological sites, significant areas of interest, and archives significant to the Monacan Indian Nation cultural and history.

Responsibilities

- Protect and preserve the Monacan Nation's Cultural Resources.
- Process and prepare invoices and intent letters associated with TCNS notifications in accordance with Section 106 reviews.
- Review and consultation on all TCNS notification from both government agencies and the private industry in accordance with Section 106 reviews.
- Read, analyze, and interpret historical documents, anthropological documents, archeological reports, professional journals, technical manuals, government regulations, and geographic maps.
- Maintain records of THPO projects consulted on for future access by the THPO office.
- Interact with other THPO departments and agencies to research history in identified significant geographic areas.
- Develop and maintain relationships with consulting incorporations, government agencies, state SHPO offices, other THPO offices, and the National Park Service.
- Attend meetings related to various projects/consultations and communicate information from THPO office, attend trainings and conferences related to tribal historic preservation, and travel to areas of interest and consultations.
- Write reports, business correspondences and interact with consulting corporations and public.
- Monitor culturally significant areas on a regular basis and assist with projects and events associated with the Cultural Preservation Department.
- Create and manage cultural classes for the tribal citizens.
- Perform other duties as assigned by the Tribal Nation Leadership.

QUALIFICATIONS/EXPERIENCE

- Bachelor's Degree equivalent combination of 2- 5 years of education and practical work experience.
- Ability to maintain strict confidentiality of information.
- Must have computer knowledge and experience with Microsoft software, GIS program capabilities and GPS Unit operation.
- Ability to effectively present information and respond to questions from tribal citizens and the public.
- Must pay attention to detail and high level of accuracy, must have effective communication skills both written and verbally, and must have excellent writing ability for preparing reports and correspondence.
- Able to organize/prioritize multiple tasks effectively and effective organizational skills for maintaining files and other documents.
- Understand the importance of cultural preservation and possess cultural awareness and sensitivity to all situations.
- Must have excellent customer service skills, be able to work with diverse groups, and have solid interpersonal skills to work well with others.

- Able to travel frequently, and access areas of interest.
- Must be professional in demeanor and appearance.
- Must have a valid driver license and be insurable.
- Must be able to pass a background check and drug screen.
- **Native American Preference/EOE/Drug Free Workplace**

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