

**Tribal Historic Preservation Officer (THPO)
Job Description for the Caddo Nation of Oklahoma**

This position will balance daily work responsibilities with research, preservation and conservation to maintain and enhance the mission within the Cultural Preservation Program of the Caddo Nation of Oklahoma.

The THPO program was made possible by the provisions of Section 101(d)(2) of the National Historic Preservation Act.

The position of THPO is responsible for fulfilling the objectives and programs by providing leadership and creative vision for the planning, growth, and daily administration of all office operations. This position serves as the primary liaison with all the federal, state and local entities with regards to Section 106 within the Caddo homelands and areas of interest. This position is the Tribal counterpart to the state historic preservation office.

Education

Must have a minimum of Bachelor's degree to apply

Prefer a Master's degree or higher in Historic Preservation, Anthropology, Native American Studies, Archeology, Museum Studies or related fields.

Experience

Minimum of five years full-time professional experience in a THPO position in which the main functions include technical duties directly relating to Section 106 compliance

Minimum of five years administrative and fiscal responsibilities in a professional position with a tribe

Minimum of five years as a professional in a related cultural institution and/or educational or research institution

This is not an entry level position

Must be able to pass a background check

General Responsibilities

Maintain consistent management, development and monitoring of all Tribal registries, databases and any additional specific properties of cultural affiliation for the tribe following professional standards. Professional care and academic interpretation of all objects, materials and specimens belonging to or in other facilities housing said materials on our behalf. Follow professional standards and cultural procedures to provide oversight for repatriation per NAGPRA and related matters with the ultimate approval from the Repatriation Committee.

You will be responsible for reviewing all undertakings (from planning to compliance) that may affect historical properties.

You will understand the importance of archaeological survey work and strive to protect and preserve the tribe's cultural heritage.

You will work with the Repatriation Committee, additional tribal elders and spiritual leaders with special knowledge of the tribe's traditions.

You will work with the Caddo Nation Heritage Museum in preserving all documents and/or items of cultural importance for the tribe.

Promote visibility and general support for the Cultural Preservation Program in the local, regional, national, and ultimately in the international community

Basic Knowledge, Abilities and Skills

- Knowledge of current and prospective legislation affecting the cultural interests of the tribe in our areas of interest
- Knowledge of professional practices for preservation, conservation and storage of artifacts
- Knowledge of professional practices for environmental requirements and controls for handling and storage of artifacts
- Knowledge of grant writing and submission procedures
- Demonstrated knowledge of financial development and the ability to interpret budgets and manage ongoing fiscal responsibilities
- Demonstrated knowledge of working with a board of trustees and/or Tribal government
- Ability to coordinate and communicate effectively with personnel/staff/volunteers throughout the tribal environment
- Excellent verbal and written communication skills
- Excellent computer skills and demonstrated knowledge of professional practices for THPOs

Specialized Knowledge, Abilities and Skills

- Specialized knowledge of all Federal agencies that comply with the National Historic Preservation Act.
- Specialized knowledge of federal laws to deliver needed services to tribal communities on small and large projects
- Specialized knowledge of collection ethics and current regulations in the area of repatriation (NAGPRA)
- Specialized knowledge of professional principles, theories, techniques, trends and legal aspects of current preservation standards
- Specialized knowledge in at least one area of the preservation
- Specialized knowledge of records management and data processing systems (databases)
- Specialized knowledge of professional practices for preservation, conservation and storage of Native American artifacts
- Specialized knowledge of environmental requirements and controls for handling, storage and exhibition of Native American artifacts
- Specialized knowledge of nomenclature of objects and other materials (e.g., printed materials, photographic images, audio/video materials, etc.) relating to the Caddo Culture, history, archeology and repatriation policy
- Specialized knowledge of professional museum practices for packing and transportation methods

- Ability to interpret and communicate relevant knowledge to the Caddo community, affiliated institutions, academic scholars, and the general public
- Demonstrated knowledge of preparing and implementing a comprehensive Tribal historic preservation plan
- Demonstrated knowledge of the professional practices of a research facility
- Demonstrated knowledge of working with a board of trustees and/or Tribal government
- Demonstrated knowledge and skills for interaction with associates in the tribal environment including but not limited to: adherence to Caddo Tribal personnel policy, active participation and collaboration with Tribal Administration, Tribal Repatriation Committee, and Tribal community activities.

Facility and Grounds Management

- Oversee the secure use and maintenance of the facility, all equipment and supplies, building and security systems and grounds and parking facilities;
- Ensure the application of adopted policies and procedures regarding operating hours, visitor/employee safety, comfort and accessibility;
- Performs routine cleaning, monitoring of all collections materials until they are reburied or accessioned to the museum
- Routinely evaluate all procedures and controls relating to the security of the building and ALL contents as well as the physical condition of the building and grounds.

Work Conditions/Requirements

- Most work is performed in an office environment with moderate physical activity
- Some of the other works sites may be infested with rodents and some work will require handling of contaminated materials, large amounts of dust and other allergens, regular and recurring exposure to moderate discomforts and/or extremely unpleasant conditions
- Additional work may be involve being out of doors in the elements
- Travel out of state is required and sometimes on short notice
- You will be required to sign an affidavit certifying to your possession of a valid state issued driver's license that is current and has not been revoked, suspended, canceled, or otherwise disqualified in any way to prohibit your operation of a motor vehicle
- Occasional night and weekend hours required
- Attendance at Museum and tribal community events is required
- Occasional travel and off-site work- required for meetings, conferences, trainings, public speaking, outreach programs, and other tribal-related activities

Salary based on experience