



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com**

VACANCY ANNOUNCEMENT

POSTING NO: 015-23

OPENING DATE: 03/17/2023

CLOSING DATE: 03/31/2023

POSITION: Director, Cultural &
Historic Preservation
PAY GRADE: E7 (\$24.11/hr. - \$34.96/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Cultural & Historic Preservation
REPORTS TO: Governor
BACKGROUND LEVEL: Child/Elder

POSTED: WITHIN ONLY

JOB PURPOSE: Achieves the Department of Cultural & Historical Preservation goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Ensures the protection and preservation of all documents, photographs, maps and related material encompassing Isleta Pueblo's cultural resources.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Plans, directs, and monitors department productivity and quality goals.
- Establishes and maintains relationship with the State and Federal governments pertaining to all aspects of historic preservation and cultural resource management.
- Maintains communications with the Tribal Governor and Cultural Committee.
- Acquires and cares for objects, decides what objects to collect, provides proper packaging of art for transport, and oversees their care and documentation.
- Conducts research based on the collection and shares research with the public and scholarly community through exhibitions and publications.

- Coordinates with Federal and State agencies regarding matters of interest and importance to the Tribe regarding historic preservation and cultural resources.
- Organizes educational and public outreach programs; assists in organizing tours, workshops and classes.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Writes proposals and grants to secure additional funding and grant monies for the continuation and expansion of program services.
- Maintains current working knowledge of trends in historic preservation.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of program activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding program related activities.
- Creates policies and procedures for staff to ensure consistency and adherence to program goals.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages Department of Cultural & Historical Preservation staff in the provision of historic preservation services; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops support staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Archeology, Education, Library Science, Museum Studies, US History, Native American Studies, or related field.
- Five years of experience related to historic preservation and cultural resource management including one year in a supervisory capacity.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of budget preparation.
- Knowledge of historic preservation principles and practices.
- Knowledge of the principles, practices, and techniques of archeological survey, excavation, analysis, interpretation, documentation, and report writing.
- Knowledge and understanding of missions, organizational goals and objectives of the Tribal intent for historic preservation and cultural resource management program.

- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to develop, analyze, interpret and maintain complex records and databases.
- Ability to carry out historical and archeological research.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.