



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 010-25**

**OPENING DATE: 01/10/2025**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Tribal Historic  
Preservation Technician  
**PAY GRADE:** NE7 (\$25.00/hr. - \$33.75/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Cultural & Historic Preservation  
**REPORTS TO:** Director, Cultural & Historic Preservation  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Under the direction of the Tribal Historic Preservation Officer (THPO) and Cultural & Historic Preservation Director, assists in protecting and preserving of sacred objects, archaeological sites and significant areas of interest. Archives and performs duties in relation to historic preservation.

*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:**

- Assist in preparing and implementing a comprehensive Tribal Historic Preservation Plan.
- Assist in all grant related activities of the THPO office, including, but not limited to, coordinating grant tasks, grant reporting, grant budget oversight, and maintaining grant status of the THPO program.
- Assist in developing and maintaining of a THPO Digital Inventory Database of significant properties.
- Assist in monitoring all development, maintenance, or other activities initiated by the Pueblo of Isleta that may impact cultural or historic properties on Tribal lands.

- Assist in coordinating archaeological surveys of Tribal lands before projects commence (in accordance with Section 106 of the NHPA) in order to identify and preserve archaeological and culturally significant sites/properties that may be affected by an undertaking.
- Assist in curating and cataloging artifacts recovered from archaeological survey or excavation work or donated/recovered collections.
- Assist in creating and maintaining an archive and digital database of significant Tribal documents, treaties, oral histories, recorded interviews or other appropriate historical documents.
- Assist with language resource collections; oral history interviews, song, and storytelling.
- Assist with consulting with appropriate Federal agencies in accordance with the NHPA (Section 106).
- Assist in writing reports, business correspondence and interact with consulting corporations and general public
- Develops relationships with the New Mexico State Historic Preservation Office (SHPO).
- Develops relationships with the Secretary of the Interior, the Advisory Council on Historic Preservation and other Federal and State agencies, local government and organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development.
- Attend meetings with THPO related to the various projects/consultations and communicate information from the THPO office, attend trainings and conferences related to tribal historic preservation, and travel to areas of interest with consulting.
- Maintain records of THPO projects consulted on for future access by the THPO office.
- Meet as needed with the Cultural Committee to provide updates.
- Other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Associates Degree in any of the following: Geography, History, Anthropology, Archaeology or Museum Studies.
- One year work related experience.
- Ability to speak Tiwa preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to 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 in historic and cultural preservation laws, regulations, grants, and issues.
- Knowledge of Pueblo of Isleta culture and background
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to comprehend and abide by Tribal, Federal, and other relevant environmental regulations/codes.

- Ability to communicate both written and verbally.
- Ability to read and interpret documents.
- Ability to maintain confidentiality.
- Ability to work independently and with other staff to meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability and willingness to travel as necessary, sometimes frequently.

**PHYSICAL DEMANDS:**

- Ability to hike/climb for an extensive period of time.
- Exposure to natural weather conditions and various dust and mists may occur while performing outdoor duties.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is required.
- 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.