Little Traverse Bay Bands of Odawa Indians  
Job Posting

**Job Title:** Tribal Historic Preservation Officer  
**Department:** Legislative Branch  
**Reports to:** Tribal Council / Legislative Leader, see *Note  
**Status:** Non-exempt  
**Salary Range:** $19.34 – 25.24 per hour (40,217 – 52,489) Annually  
**Level:** 6  
**Opens:** July 12, 2019  
**Closes:** August 02, 2019

**Summary:** The Tribal Historic Preservation Officer (THPO) will have the necessary knowledge of all aspects of the program including but are not limited to the assumption of certain responsibilities of the State Historic Preservation Office; Will work in compliance with Federal Professional Qualification Standards as required by Waganakising Odawak Statute Tribal Historic Preservation Office Protection and Management Of Archaeological, Historical and Cultural Properties and Cultural Resources as currently enacted and as amended, and federal law; Will serve as the primary officer for carrying out all phases of the THPO program including but not limited to the activities of the annual work plan as submitted to the National Park Service for the yearly continuation of the Tribal Historic Preservation Fund Operations Grant and other such operational duties performed with independent judgement in compliance with law and policy.

The Tribal Historic Preservation Office is responsible for the activities related to the Native American Graves Preservation and Repatriation Act and inter-tribal organization, i.e. Michigan Anishinabek Cultural Preservation and Repatriation Alliance, (MACPRA).

The THPO will oversee the Tribal Historic Preservation Office activities including supervision of the Deputy Tribal Historic Preservation Officer.

**Essential Duties and Responsibilities** include the following:
- Work In cooperation with Federal and State agencies, local governments, and private organizations and individuals, direct, conduct and maintain a comprehensive Tribal-wide survey of historic properties and maintain inventories of such properties within the exterior boundaries of the Tribe’s reservation and shall maintain the system for the survey and inventory of historic properties.
- Identify and nominate eligible properties to the National Register, and otherwise submit applications for listing historic properties on the National Register.
- Establish and maintain the Odawa Historic and Cultural Site Registries in accordance with applicable laws that includes properties within the exterior boundaries of the reservation and outside of the reservation, including such sites in Mackinac, Michigan; Grand Rapids, Michigan; Detroit, Michigan; Green Bay, Wisconsin; and Manitoulin Island, Ontario, Canada.
- Prepare and implement a comprehensive Tribal-wide historic preservation plan.
- Administer Federal assistance funds received by the Tribe for Historic Preservation activities.
- Advise and assist, as appropriate, Federal and State agencies and local governments in carrying out their historic preservation responsibilities.
- Cooperate with the LTBB Tribe, Secretary of the Interior, the Advisory Council on Historic Preservation, and other Tribal, Federal and State agencies, local governments, and organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development.
Little Traverse Bay Bands of Odawa Indians
Job Posting

• Provide public information, education, and training, and technical assistance in historic preservation.
• Consult with the appropriate Federal agencies in accordance with the National Historic Preservation Act on— (i) Federal undertakings that may affect historic properties; and (ii) the content and sufficiency of any plans developed to protect, manage, or to reduce or mitigate harm to such properties; and Advise and assist in the evaluation of proposals for rehabilitation projects that may qualify for Federal assistance.
• Provide a report to the Tribal Council monthly or as requested by Tribal Council;
• Hold public hearings to gather information from the Tribal Community and Citizens; and provides for adequate public participation in the THPO program, including the process of recommending properties for nomination to the National Register.
• The THPO may share information regarding repatriation of remains and protection of traditional cultural properties the Tribal Community and Citizens.
• Handle Native American human remains for reburial as needed.
• With the assistance of experts and consultants, assume responsibility under 16 U.S.C. 470a section 101 (d) 6 and in cooperation with the State Historic Preservation Officer, determine and recommend properties for inclusion on the National Register, properties that are of traditional, religious/spiritual and cultural importance to the Tribe.
• Assume responsibility under Section 106 of the National Historic Preservation Act (NHPA), 54 U.S.C 306108.
• Work with the Grants Department in the development and oversite for grant compliance.
• Administer the budget.
• Collect, evaluate and record historic properties.
• Develop policies that provide for short-and long-term goals, and objectives.
• Conduct interviews to gather information related to public opinion and cultural and historical knowledge as needed.
• Publicize the functions and mission of the Tribal Historic Preservation Office program as needed.
• Write reports from research and interviews as needed.
• Maintain confidentially of records and information.
• Assume other duties as assigned to meet program needs.

JOB QUALIFICATIONS:

PREFERRED: Bachelor Degree in History, or related fields that include our Tribal culture and language. Knowledge of the history and cultures of Anishinaabek of the Great Lakes region.

MANDATORY: Applicants must be a Tribal Citizen and show one or more of the following in order to be considered meeting the minimal requirements of the position:
• Work experience and knowledge of LTBB’s history, language, cultural or spirituality.
• Work experience showing working knowledge of federal, state or tribal law regarding NAGPRA, National Historical Preservation Act and the National Environmental Policy Act.
• Working knowledge of historical research procedures and to manage and/or review of completed reports of field work.

General Qualifications:

Revised June 27, 2019 Tribal Council approved
Little Traverse Bay Bands of Odawa Indians
Job Posting

The ability to perform detailed work. Excellent reading, writing and verbal communication skills required including proficiency in Microsoft Office. Basic knowledge of office equipment (copier, telephone, scanner, etc.). Excellent computer skills. Must have the ability to professionally interact with the public in variety of settings. Basic understanding of technology in a professional work environment. Present a professional demeanor and appearance. Must be willing to take classes and travel for training.

**Specific Qualifications**: Applicants must show the following abilities:
- Computer literacy, some understanding of geographic information systems.
- Knowledge of reading maps.
- Knowledge of research databases.
- Excellent written and verbal communication skills with the ability to write and edit technical project reports.
- Successfully work independently.
- Must be able to travel for work, be flexible with a work schedule.
- Knowledge of the history and cultures of Native American people, especially of the Great Lakes region.
- Work with persons of diverse cultural beliefs and practices as well as different occupations and professions.
- Supervise people in a team-related setting. Read and comprehend legal and research reports related to cultural and historic preservation.
- Must be physically capable to lift at least 40 pounds, hike over forested terrain, and work under difficult weather conditions.

*Note: Tribal Council shall provide oversight over personnel issues and the annual evaluation. The Legislative Leader will provide oversight for all administrative functions include approval of leave. The Legislative Office Manager will provide operational support including backup for EWS (payroll) processing.*