

**TRIBAL HISTORIC PRESERVATION OFFICER  
JOB DESCRIPTION  
Department of Administration  
Pokagon Band of Potawatomi Indians**

**Job Summary**

The Pokagon Band Tribal Historic Preservation Officer (PB THPO) is responsible for implementing the Band's Historic Preservation Program, identifying specific tribal goals, objectives, and activities to promote historic and cultural preservation, and carrying out the tribe's responsibilities under the National Historic Preservation Act (NHPA).

**Principal Duties**

Meet Monthly with the Pokagon Band Traditions/Repatriation Committee which acts as the designated Historic Preservation Program Advisory Review Board.

Responsible for carrying out the Pokagon Band's assumed responsibilities pursuant to the National Historic Preservation Act (NHPA).

Promote and support the Band's cultural and historic preservation interests and priorities, as outlined in the Pokagon Band Historic Preservation Plan, and maintain and see to the regular review and update of the Plan.

Maintain the Pokagon Band's Inventory of Historic and Cultural Resources, help develop the Inventory format and database, and identify resources and data to be included.

Develop a protocol on the data to be included in the Inventory, covering issues such as resources that are appropriate to track in the Inventory, when to add items into the Inventory, and the information needed for each resource within the Inventory.

Identify and add to the Inventory historic and cultural resources within both the Band's trust land and Tribally-owned non-trust land.

Identify historically- and culturally-significant resources within the Band's federally-mandated 10-county service delivery area in Southwest Michigan and Northern Indiana, as well as outside the service area if appropriate.

Integrate the Inventory with the Band's current Geographic Information System (GIS), utilizing the services of a consultant to ensure that the Inventory will retain the needed data in a manner that is accessible to the THPO Program but secure from unauthorized users.

Monitor all development, maintenance, or other activities initiated by the Band that may impact historic or cultural resources on tribal land.

Monitor all development, maintenance, or other activities initiated by entities outside the Band that may impact historic or cultural resources on tribal land.

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**Principal Duties Cont'**

Monitor as well activities outside of tribal land which may impact resources of historic or cultural significance to the Band.

Develop and maintain relationships with other tribes, with Native American and tribal historic preservation and repatriation organizations, and with other appropriate agencies, which have a shared interest in historic and cultural resources in the Pokagon Band's current and traditional territory in Indiana and Michigan.

Develop relationships with the Indiana and Michigan State Historic Preservation Offices (SHPOs).

Develop relationships with local units of government in the vicinity of the Pokagon Band's trust land and tribally-owned non-trust land

Develop and maintain a cooperative and professional relationship with the National Park Service in carrying out these duties and activities.

Attend trainings in historic preservation and the NHPA.

Provide information, education, and training in historic preservation and the NHPA to the advisory board and the tribal community.

Promote communication and raise the level of awareness within the Pokagon Band of historic preservation issues.

**Minimum Requirements**

Bachelors Degree; or equivalent experience and knowledge of historic and cultural preservation issues, regulations, and activities

Good communication skills, both verbal and written.

Willingness to travel frequently in Southwest Michigan/Northern Indiana region.

Must have a valid driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize GSA vehicles.

Must be willing to submit to and pass an alcohol/drug screening and criminal background check.

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**Preferred Qualifications**

College study in historic and cultural preservation, archaeology or anthropology.

Ability to work with a Geographic Information System (GIS).

**Indian Preference**

Pokagon Band Indian preference policies apply.

**Reports to**

The Tribal Historic Preservation Officer reports directly to the Environmental Coordinator.

**Starting Wage Rate PB-6 \$15.78 (Non-Exempt)**

Commensurate with education and experience.