

SUMMIT LAKE PAIUTE TRIBE
Primary Administrative Office
2255 Green Vista Drive Suite 402, Sparks, NV 89431
(775) 827-9670 Fax (775) 827-9678

JOB ANNOUNCEMENT

Position Title: THPO Project Coordinator **Rate of Pay:** \$22.00/Hr.
Opening Date: 04/14/2025 **Closing Date:** Open until filled
Duration of Employment: Regular Full-Time **Benefits:** Paid Holidays and Annual/Sick Leave

ABOUT THE TRIBE: The Summit Lake Paiute Tribe (SLPT) is a federally recognized Tribe, organized in accordance with the Indian Reorganization Act of 1934. The Tribe's Constitution is titled Articles of Association. The Summit Lake Indian Reservation is located 50 miles south of the Oregon border; 68 miles east of Cedarville, California and 83 miles north of Gerlach, Nevada. SLPT's primary administrative office is in Sparks, Nevada.

JOB SUMMARY: Under the supervision of the Tribal Chairperson or Delegate. The Tribal Historic Preservation Officer/Archaeologist is responsible for identifying specific tribal goals, objectives, and activities to promote historic and cultural preservation, and carrying out the tribe's mission. The THPO will provide procedures to inventory, protect, preserve and manage cultural resources, sacred sites, and other historically or culturally significant sites, lands, values, and resources. The THPO will serve as the immediate contact to act on the tribe's behalf regarding consultation requests for federally funded projects (both within and outside trust lands). The THPO will serve as the primary contact for agencies seeking to comply with NHPA section 106 requirements and will be responsible for commenting on proposed activities within timeframes and according to formats mandated by 36 CFR 800. This position requires accounting, organizational, and budgetary skills, as well as communication with federal, state and local government agencies. This position requires traveling throughout the 100-square mile service area.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Must adhere to the THPO grant agreement provisions.
2. Must adhere to the Tribe's policy and procedures for all employees.
3. Correlate resource gathering/processing areas with ceremonial and subsistence practices, principles, and/or uses.
4. Oversees all contractors engaged with the Tribe for activities in the area of historic preservation and cultural resource management.
5. Establishes and maintains relationships with the State and Federal governments pertaining to all aspects of historic preservation and cultural resource management.
6. Participate in implementation and oversight of field work for historic preservation and cultural resource management projects, as necessary.
7. Maintain working knowledge of all relevant Federal, State, and Tribal regulations effecting historic preservation and cultural resource management.
8. Shall be available for local and out of the area travel as required for job related training or conferences.
9. Shall coordinate and/or attend all required meetings and functions as requested.
10. Shall compile written reports monthly to the tribal council and attend monthly meetings.
11. Ensure all grant and program related reports that directly fund this position and associated contracts are completed and filed in a timely manner.

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12. Conducts all aspects of cultural resource consultation (NHPA Section 106, SEPA, NEPA, NAGPRA, and other) for the Tribe with local, state and federal agencies, including attending meetings, correspondence, and research.
13. Establish and maintain good relationships and agreements with museums and federal agencies regarding repatriation of tribally affiliated human remains and sacred objects.
14. Provide public information, education, training and technical assistance in historic preservation via presentations and planned activities.
15. Identify and nominate eligible properties to the National Register and otherwise administer applications for listing historic preservation on the National Register.
16. Other duties as assigned.

QUALIFICATIONS:

1. Possess High School Diploma or GED
2. BA in archeology or related field is preferred; and/or equivalent experience.
3. Minimum of (2) years of experience working with Federal Historic Preservation Laws and Regulations including Section 106 consultation.
4. Strong computer skills including database, Microsoft Office programs, and knowledge of and experience with GIS.
5. Demonstrates the ability to work effectively with Native American people within their tribal communities, in culturally diverse environments.
6. Possess a valid driver's license, insurable by Tribe's insurance company, and not prohibited from driving a federal government vehicle.
7. Field surveys, ability to read a topographic map, GPS data collection, create site records, and carry out other field mapping and data collection.
8. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
9. Exhibits the ability to have time management and work under stressful conditions with an even temperament.
10. Name not included on Federal Excluded Parties List System <http://www.epls.gov>

Work Environment: Work is performed in a normal office environment and/or occasionally subject to outside environmental conditions; cold/wet and or humid conditions. Noise level usually low to moderate.

To Whom Position Reports: Tribal Chairperson

Employee Classification: Full Time Employee

Travel Requirements: Travel to Reservation twice a year to attend Tribal Council meetings.

Driver's License: Must possess a valid Nevada driver's license

Overtime Status: Non-exempt

Introductory Period: 90 days

TRIBAL MEMBERS AND INDIAN PREFERENCE: The Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b) (c) of Public Law 93-638, the Indian Self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, sex, sexual orientation, religion, or national origin.