



Smith River Rancheria Position Description

Title: NAGPRA Specialist
Class: Skilled
Status: Full-time
Supervisor: Cultural Director
Effective Date: May 2010

Department: Cultural Department
FLSA: Non-Exempt
Pay Grade: VI (\$15.13- \$21.34)
Subordinates: None

Position Summary:

The Native American Graves Protection and Repatriation Act (NAGPRA)—a competitive grant through National Park Service (NPS), passed in 1990, provides a process for museums, state and local governments, and Federal agencies to return certain Native American cultural items to lineal descendants, culturally affiliated tribes, and Native Hawaiian organizations. These cultural items are ancestral remains, funerary objects associated and unassociated, sacred objects, and objects of cultural patrimony.

The NAGPRA Specialist will be responsible for completing current grant deliverables, objects and tasks with the Native American Graves Protection and Repatriation Act.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Implementation of NAGPRA regulations, including the development and maintenance of inventories, summaries, notices and supporting documentation for the tribe's program.
- Developing and maintaining relationships with Tribal representatives regarding NAGPRA sensitive collections, conducting formal consultations, establishing culturally appropriate guidelines for handling and curation of human remains, funerary objects, sacred objects and objects of cultural patrimony, and facilitating visits and transfers and/or repatriation claims.
- Managing communications with National NAGPRA and other institutions, and the media about this work.
- Establishes a database for all NAGPRA letters of inventory; consults with/visits museums, institutions, and repositories holding NAGPRA materials and objects and complete current grant program scope of work.
- Submit and conduct repatriation claims as set forth on National Register Standards.
- Educate and participate in educating public and community about NAGPRA.
- Participate with North Coast NAGPRA Coalition (as a stakeholder).
- Maintain and upkeep of tribal collections, including but not limited to baskets, regalia and archaeological objects.
- Ability to travel and work on weekends, as necessary.
- Other duties, responsibilities, and tasks as assigned by the Cultural Director.

Minimum Qualifications:

- Experience with formal consultation and implementation of NAGPRA, including inventory of human remains and artifact collections, cataloging, collections documentation,

determinations of cultural affiliation, publishing formal Notices, with preference for experience with Culturally Unidentifiable human remains and artifact collections.

- High School diploma or equivalent (GED) is required. Prefer a Bachelors Degree (or working toward); or equivalent experience and knowledge of historic and cultural preservation issues, regulations, and activities. Prefer college study in historic and cultural preservation, archaeology or anthropology or equivalent experience of five (5) years or more of field experience preferred.
- Previous experience or education focusing on Native American cultural heritage issues is desirable.
- Understanding of Tolowa Dee-ni' culture, heritage and practices. Knowledge of the history, culture, laws, rules, customs and traditions of the Smith River Rancheria Indian Community.
- Knowledge of TCP (Traditional Cultural Places), NAGPRA (Native American Graves Protection and Repatriation Act), and California State Burial Law.
- Knowledge of some contaminants to objects and possible hazards such as arsenic and lead.
- Ability to analyze, evaluate and resolve operational, procedural problems.
- Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral and written reports and recommendations.
- Skill in exercising independent judgment and initiative within established guidelines without close supervision.
- Skill in analyzing data, drawing logical conclusions, and making sound decisions and recommendations.
- Skill in forming cooperative relationships with others who do not have a direct reporting relationship.
- Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.
- Skill in establishing and maintaining effective work relationships with a wide range of people, the scope of which is illustrated by, but not limited to, the following: archaeological consultants, the staff of federal and state agencies, staff, community officials, members of the community and the public.
- The ability to work in programs such as PastPerfect, GIS, and Microsoft Office suite.
- Effective communication skills and cultural sensitivity.
- Must be able to pass a complete background check and drug test.
- Must have valid driver's license and be able to be insured by Tribal vehicle insurance.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Mathematical Skills:

Ability to work with mathematical concept such as probability and statistical inference, ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit use hands to finger, handle or feel. The employee is frequently required to stand, walk, hike long distances and squat. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and the ability to distinguish shades of color.

Employee Signature

Date

Supervisor Signature

Date