

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: DEPUTY TRIBAL HISTORIC PRESERVATION OFFICER (DTHPO)
CLASSIFICATION: NON-EXEMPT
STATUS: FULL TIME

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY:

This position is second to, and under the direct supervision of, the Miami Tribe of Oklahoma Tribal Historic Preservation Officer (THPO), with indirect supervision by the Cultural Resources Officer (CRO). The Deputy THPO is responsible to carry out the duties and responsibilities assigned by the THPO, as defined within the National Historic Preservation Act, dictated by the laws, guidelines, and policies of the Miami Tribe of Oklahoma, and with specific duties as defined herein and directed by the CRO. The Tribal Historic Preservation Officer, and the Deputy, are part of the Miami Tribe of Oklahoma Cultural Resources team, housed in the Cultural Resources Extension Office in Fort Wayne Indiana and subordinate to the Cultural Resources Officer.

JOB FUNCTIONS:

- Document and provide responses to Section 106 projects within the Miami Tribe of Oklahoma areas of interest within 30 days through:
 - Identification of project locations on CRO NAGPRA and THPO maps
 - Review of all project information, including location information, maps, archaeological surveys, archaeological databases to identify archaeological sites and sites of historic and cultural importance to Miami people near the project site
 - Ensuring that project information is entered into SharePoint spreadsheet and file documentation is entered into SharePoint

- Research Myaamia history and culture to build knowledge to exercise duties of the THPO and serve the needs of the CRO in heritage preservation and community education
- Attend virtual and in-person Section 106 consultation meetings with or on behalf of the THPO
- Give public and community presentations on the history of the Tribe
- Attend workshops, conferences, trainings and meetings on NHPA and heritage preservation with the approval of the THPO and CRO
- Maintain and update THPO locations map
- Work with THPO to write the THPO Annual Workplan and the Annual Accomplishments Report for the National Park Service
- Work with THPO to write THPO policies and guidelines
- Assist the THPO in carrying out all THPO responsibilities, as outlined in the THPO Agreement with the National Park Service
- Provide educational oversight for special projects, internships, etc., as directed
- Provide support for CREO activities as assigned

****Other duties as assigned including, but not limited to, cultural education assistance, events support, public speaking, NAGPRA consultation support, etc.***

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: hr@miamination.com

For complete job description and application visit: www.miamination.com/employment

MINIMUM QUALIFICATIONS:

- Extensive knowledge of Myaamia culture, language and history
- Bachelor's degree in anthropology, archaeology, history or related field, conferred by date of appointment
- Proven ability to work effectively with diverse populations
- Ability to work independently, demonstrate initiative, communicate effectively, and work collaboratively with stakeholders inside and outside of the Tribe
- Display strong commitment to heritage preservation
- Strong communication and computer skills required
- Mid-level command of Myaamia language, culture, and history (determined by the Tribe's Cultural Resources Officer and the Cultural Education Director) and be willing to improve their knowledge
- Ability to travel as needed
- Must possess high integrity regarding confidential and sensitive information
- Ability to work beyond normal working hours, if necessary
- May be subject to criminal background investigation
- Possess a valid driver's license
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

PREFERRED QUALIFICATIONS:

- Teaching experience leading programs and developing teaching aids related to Myaamia language, culture, and history
- ARCGIS capability
- Experience engaging with Myaamia community members and educational events
- Team oriented, positive attitude, strong work ethic, open minded and flexible, self-motivated, strong oral and written communication skills, willingness to expand self-learning, promptly responsive

MINIMUM QUALIFICATIONS:

- Must possess high integrity regarding confidential and sensitive information
- Strong organizational and communication skills
- Must be drug free and successfully pass pre-employment and random drug screens throughout employment

CONDITIONS OF EMPLOYMENT:

- Full-time position subject to budget availability

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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