

# CULTURAL PRESERVATION DIRECTOR

Position Announcement

(Open)

## SUMMARY DESCRIPTION:

Cultural Preservation Director works closely with and under the direction of the Kaibab Paiute Cultural Preservation Committee. Incumbent will operate and maintain the Cultural Preservation Office and coordinate/facilitate Cultural Preservation activities for the Kaibab Paiute Tribe, and will also supervise the Language Program.

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<b>TITLE:</b>	Cultural Preservation Director
<b>DEPARTMENT:</b>	Special Projects
<b>SUPERVISOR:</b>	Tribal Administrator
<b>OPENS:</b>	November 28, 2016
<b>CLOSES:</b>	December 12, 2016
<b>STATUSES:</b>	Full-Time (30 hours per week), Permanent/ Benefits after 90 days
<b>SALARY:</b>	\$9.00 per hour

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## DUTIES & RESPONSIBILITIES:

- Prepare reports and presentations for Tribal Council, community meetings, and external agencies.
- Develop, obtain approval of, and operate within the constraints of an annual operational budget. Develop program/project proposals including budget projections.
- Attend and participate at required meetings and activities.
- Coordinate with other tribal programs and external entities in the normal performance of duties.
- Comply with established policies and procedures, ordinances, and tribal law.
- Maintain professional competency by continuing education and/or peer relationships.
- Assist and oversee the Language Program. This may include picking up and taking home language class participants or finding a licensed/insurable driver to do so.
- All other duties as required to successfully fulfill the position.

## MINIMUM QUALIFICATIONS:

- Must have knowledge of Kaibab Band of Paiutes and Greater Southern Paiute Nation History or at least have knowledge of Southwest Native History and have cultural sensitivity training.
- A minimum of two years at a managerial level with supervisory experience or five years experience as a cultural preservation professional preferred.
- Should have working knowledge regarding archiving of artifacts, documents, oral histories, recorded histories, etc.
- Degree/Certificate in cultural preservation, Southwest Native History, or related subject preferred, but not required.
- Must have a high school diploma or GED.
- Must pass a background check and pre-employment drug testing.
- Must have a valid driver's license with a good driving record and be insurable

## CONFIDENTIALITY:

The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:**

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND  
ADHERES TO THE INDIAN PREFERENCE ACT