



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cultural Resources Technician</b>	<b>Prepared by:</b>	Jessica Mauck
<b>Department:</b>	Cultural Resources	<b>Date Prepared:</b>	11/13/2020
<b>Reports To:</b>	Director, Cultural Resources	<b>HR Approval/Date:</b>	L. Williams 11/17/2020
<b>FLSA Status:</b>	Non-Exempt		

**SUMMARY**

Under the direction of the Director of Cultural Resources Management (CRM), the Cultural Resources Technician assists in the organization and execution of a comprehensive heritage stewardship program that seeks to facilitate the culturally appropriate management of Serrano cultural resources and landscapes and expand tribal sovereignty in a multitude of ways. This role assists with the Tribe’s regulatory consultation and interpretive outreach efforts with external partners as they relate to the preservation and promotion of significant cultural spaces across Serrano ancestral territory.

Additionally, the Cultural Resources Technician assists with the implementation of a cultural site stewardship program for resources on land held by the Tribe, which includes partaking in construction monitoring, field survey, and resource recordation. The Cultural Resources Technician is also expected to assist with various data management efforts, such as archaeological/archival collections processing and digital GIS/reference library data entry. All duties for the Cultural Resources Technician contribute towards the CRM Department’s objective to build capacity within the Tribal community regarding heritage stewardship in a way that gives preeminence to the Tribe’s vision, mission, values, and cultural imperatives.

<b><u>Essential Duties &amp; Responsibilities</u></b>	<b>Estimated % of Time</b>
1. Assists with the CRM Department’s site stewardship efforts by conducting pre-construction cultural resources training both on and off reservation, conducting Phase I cultural investigations, monitoring Tribal construction projects, recording new resources, updating documentation for previously recording resources, and performing any other field-related duties as the need arises.	25%
2. Assists the CRM Department with research and product creation related to interpretive projects and outreach efforts geared toward the Tribal community, Tribal employees, external partners, and the general-public.	25%
3. Assists the CRM Department with internal projects geared toward improving the efficiency and organization of the CRM program, to include GIS/reference library-based data entry, archaeological/archival collections processing, document imaging, and large-scale data migration efforts.	25%
4. Assists with the CRM Department’s regulatory efforts by providing timely responses to project scoping requests from government agencies and cultural/environmental firms regarding proposed Federal, State, and local-level infrastructure development within Serrano ancestral territory.	20%
5. Performs other duties as assigned to support the efficient operation of the CRM Department.	5%
	<b>100%</b>

## **EDUCATION/EXPERIENCE/QUALIFICATIONS**

- Associate's degree, or two (2) years of post-secondary education in pursuit of a Bachelor's degree, in Anthropology, Archaeology, Historic Preservation, Native American Studies, Museum Studies, or related field is required.
- Bachelor's degree in one (1) or more of the above programs is preferred.
- Minimum of two (2) years of relevant experience conducting archaeology fieldwork, such as pedestrian surveys, shovel testing, and/or excavation, is required.
- Minimum of one (1) year of relevant experience related to cultural/historical interpretive efforts and public education is desired.
- Equivalent combination of education and progressive, relevant and direct experience may be considered in lieu of minimum educational/experience requirements indicated above.
- Familiarity with federal and state laws and regulations that govern historic preservation, environmental compliance, and tribal consultation is required.
- Experience writing technical archaeology reports, and conducting or assisting with report reviews is desired.
- Demonstrated ability to conduct thorough research in an archive/reference library is desired.
- Basic understanding of cultural physical and digital data management is desired.
- Demonstrated ability to communicate effectively both orally and in writing is required.
- Experience working for or with Tribal governments and indigenous communities is desired.
- Basic knowledge of southern California history (pre-contact to the contemporary era), particularly within Serrano ancestral territory, is preferred.
- High level of proficiency in PC applications, including Windows 10 and Microsoft Office (Word; Outlook; Excel; PowerPoint) is required; basic knowledge of SharePoint systems is desired.
- Willingness to attend training that will augment the skills needed to perform the work detailed above is required.
- Ability to work effectively and efficiently, both independently and as part of a team, in a dynamic environment is required.

## **CERTIFICATES/LICENSES/REGISTRATIONS**

- At the discretion of the San Manuel Tribal Gaming Commission, you may be required to obtain and maintain a gaming license.
- Must undergo and successfully pass pre-employment background investigation.
- A qualified candidate/employee must have a valid driver's license with an acceptable driving record as determined by the company's insurance carrier.

## **PHYSICAL REQUIREMENTS/ WORKING CONDITIONS – ENVIRONMENT**

The physical demands and working environment described here are representative of those that an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

- Primary work environment is in a climate-controlled office setting, although to work in an outdoor environment may also be necessary.

- Sedentary work; involves sitting for a large percentage of each workweek. Constantly operates a computer and other office productivity machinery, such as a computer, printer, phone, copy machine. Vehicular travel to conduct field inspections or attend off-site activities also requires sitting/driving in a vehicle for extended periods.
- Secondary work environment is outdoors, sometimes in highly variable weather conditions. Worker can expect to be exposed to wet and/or humid conditions, excessively dry and/or windy conditions, and all types of outside weather conditions. In the field, the employee is frequently exposed to moving mechanical parts; high, steep, uneven, and/or precarious places; extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles. The noise level in the outdoor work environment is usually moderate.
- Work requires travel to conduct field visits and trainings, as well as attend meetings, conferences, workshops, etc.. Overnight travel is infrequent, but can occur.
- Must be able to work in a fast paced, high demand environment.
- Incumbents may be required to work evening, weekend and holiday shifts.
- Strength sufficient to lift, carry, push, and pull objects up to 10 pounds frequently and strength sufficient to lift, carry, push, pull or otherwise move objects up to 40 pounds occasionally.
- Physical activities that apply to the essential functions of the position are balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.
- Hearing sufficient to hear conversational levels in person and over the telephone, when in the office and in the field.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, over the telephone, and when outdoors in the field.
- Visual Acuity that best describes the requirements of the position: The worker is required to have close visual acuity to perform activities such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection of employees, visitors or facility. When in the field, the worker also will be required to have the ability to see at a distance, use depth perception, color vision, and peripheral vision.
- Mobility sufficient to safely move in an office environment, walk, stoop, bend, kneel, and enter, exit and operate a motor vehicle in the course of travel to field visits, events, meetings, conferences, and trainings, both within and external to San Manuel properties.
- Endurance sufficient to walk and stand for extended periods and frequently stoop, bend, kneel, crouch, and balance on uneven surfaces and on inclines when conducting field-based work, and maintain productivity and efficiency throughout the entire work shift and during extended work hours.
- The employee may be exposed to fumes or airborne particles including secondhand smoke.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.