



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Director
DEPARTMENT: Tribal Historic Preservation Office
SUPERVISION: Eastern Shoshone Business Council
SALARY: \$22.00-\$26.00
STATUS: Permanent Full-Time
OPENING DATE: May 14th, 2026 **CLOSING DATE:** June 15th, 2026

POSITION SUMMARY:

The THPO Director serves as the primary liaison and administrator responsible for the preservation and protection of the Tribe's cultural and historical resources, including sacred sites. This role oversees the operations of the Tribal Historic Preservation Office.

Tribal Historic Preservation Director/Officer job description, focusing on cultural resource management, legal compliance, and community engagement.

DUTIES AND RESPONSIBILITIES

- 1) Responsible for the daily operation of the Eastern Shoshone Tribal Historical Preservation Office including the financial and planning in accordance with the statutes, laws and regulations of the Tribal Historic Preservation Office and National Historic Preservation Act.
- 2) Develop and maintain cooperative work efforts with other agencies to maintain surveys and inventories of historic properties and cultural objects under Native American Graves Protection and Repatriation Act (NAGPRA) and in cooperation with Federal, State, and local governments; private and individual interests.
- 3) Develop and coordinates a historic preservation plan to outline procedures to assure appropriate management, consultation and protection of tribal/Indian values in accordance with NHPA.
- 4) Provide for adequate public participation in the tribal historic preservation program including the process for recommending properties for nomination to the National Register.

- 5) Assist the Shoshone Business Council in developing and enforcing appropriate tribal legislation for the designation and protection of Shoshone tribal historic properties.
- 6) Work collaboratively through the Shoshone Business Council to ensure adequate and qualified board review.
- 7) Review projects with Tribal Cultural Representatives and monitors to ensure appropriate workflow and required actions have been initiated on a daily basis.
- 7) Oral and written communication with internal employees, external customers, and pertinent tribal, federal and state agencies.
- 8) NAGPRA – Coordinates repatriation and reinterments
- 9) Other duties as assigned.

The THPO Director serves as the primary liaison and administrator responsible for the preservation and protection of the Tribe's cultural and historical resources, including sacred sites. This role oversees the operations of the Tribal Historic Preservation Office.

The Director's core responsibilities are categorized as follows:

1. Legal Compliance and Consultation:

- **Federal Compliance:** Manage and execute the Tribe's formal consultation process required under Section 106 of the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA) for federal undertakings.
- **NAGPRA Administration:** Oversee all aspects of the Native American Graves Protection and Repatriation Act (NAGPRA), including managing inventory, handling repatriation claims, and conducting related consultation.
- **Agreements:** Develop, negotiate, and implement complex legal instruments such as Memorandums of Agreement (MOAs) and Programmatic Agreements (PAs) with federal, state, and local agencies.
- **Advocacy:** Officially represent the Tribe in all cultural resource matters to external government bodies.

2. Cultural Resource Management (CRM):

- **Site Management:** Direct archaeological surveys, continuous site monitoring, and maintain a comprehensive inventory of cultural resources.
- **Technical Mapping:** Utilize GIS/GPS software for accurate mapping and data management of culturally significant locations.

- **Policy & Planning:** Develop, implement, and periodically update the Tribe's Historic Preservation Plan and provide expert guidance on cultural preservation issues to the Tribal Council.

3. Administrative and Fiscal Management:

- **Budget Oversight:** Administer the THPO office budget.
- **Grant Management:** Actively secure, apply for, and manage external funding, particularly grants from the National Park Service (NPS).

QUALIFICATIONS:

Prefer a Bachelor's Degree in History, Anthropology or related field with at least two years' experience in historic preservation or cultural resource management. Strong writing and computer skills required. Must be knowledgeable of Shoshone history and tradition

- **Education:** A Master's degree (preferred) in Archaeology, Anthropology, History, or a closely related field. A Bachelor's degree with equivalent, demonstrable professional experience is often accepted.
- **Experience:** A minimum of 3-5 years of professional experience in Cultural Resource Management (CRM), including significant supervisory or administrative experience.
- **Technical Proficiency:** Demonstrated skills in GIS/GPS technology, standard office software (Microsoft Office Suite), and high-level technical report writing.
- **Mandatory Screening:** Must successfully pass comprehensive background checks (which may be child-sensitive) and pre-employment drug testing.

Preferred Knowledge and Skills

- **Cultural Knowledge:** Deep, working knowledge of the specific Tribe's culture, traditions, and history.
- **Legal Framework:** Experience with Federal Indian Law and Policy.
- **Official Standing:** The ability to achieve and maintain the official point of contact status with the National Park Service and comply with federal Professional Qualification Standards.

Key Characteristics

- **Interpersonal Relations:** Proven ability to build and maintain strong partnerships with Tribal elders, other Native American tribes, and government officials.
- **Confidentiality:** Absolute commitment to maintaining strict confidentiality regarding the location of sensitive cultural sites, details of repatriation cases, and cultural intellectual property.
- **Communication:** Exceptional public speaking skills and the ability to produce high-quality written reports for both technical professionals and the general community.
- **Physical Ability:** Must be physically capable of conducting field work, including hiking in difficult terrain and varied weather conditions. Traveling may be required.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume“ for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable

discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.