

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
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JOB DESCRIPTION

TITLE: ORIGINAL TERRITORIES & HISTORICAL RESEARCH MANAGER
DEPARTMENT: LANGUAGE & CULTURE PRESERVATION DEPARTMENT
SALARY: \$22.30 – \$27.48 G12-14/ Step 1
OPENS: November 28, 2022
CLOSES: December 9, 2022
CAREER STATUS: **EXEMPT**– ALL MANAGEMENT BAND POSITIONS ARE SALARIED AND EXEMPT FROM OVERTIME COMPENSATION; Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

Manages OTHR staff, office, and budget, and conducts research projects relating to Shoshone-Bannock original territories and history. The manager must be able to skillfully practice historical research and may also integrate multi-disciplinary research methods including but not limited to geospatial, anthropological, archaeological, ethnographical, and linguistic fields of study for the production of culturally, historically, and scientifically accurate information while safeguarding the intellectual, cultural property and cultural resources ownership, confidentiality, and sovereignty of the Shoshone-Bannock Tribes.

Assists in consultation for NHPA, NAGPRA, and NEPA projects or other general projects within the Tribes' original lands, this shall include: Idaho, Oregon, Nevada, Montana, Utah, and Wyoming projects; and other specific projects as assigned. Assists the Tribal Culture Committee, Tribal education, natural resources, public affairs, and the Language and Culture Preservation departments' programs.

The research data, reports, and/or interpretive, and educational information generated by OTHR will be presented in various formats such as: educational & interpretive resources intended for the tribal membership and/or general public; copy-written, peer-reviewed, and published works; and confidential & classified works. OTHR Manager will also complete, direct, coordinate, and/or delegate to OTHR staff various projects and project tasks including but not limited to tasks involving: coordinating informational and educational efforts to Tribal members and the public; conducting site visits for land claims/land restoration; documentation and inclusion of sites into a Tribal Historic and Cultural Register database;

ORIGINAL TERRITORIES & HISTORICAL RESEARCH MANAGER

Approved 11/21/22 DA

identification and listing of significant sites with the National Park Service (NPS) on the National Register of Historic Places; or other designations of significance recognized by federal, state, and/or local governments.

SUPERVISOR:

This position will be supervised and evaluated by the Shoshone-Bannock Tribes Cultural Resources Director. The Original Territories and Historical Research Manager will supervise one full time employee and several temporary positions when feasible.

DUTIES AND RESPONSIBILITIES:

Conducts research using standard research methods, including identification and evaluation of research materials collected in up-to-date literary reviews for Salmon, Lemhi, SW Montana, Yellowstone and Grand Teton National Parks, Boise Valley, and Camas Prairie land claims; other land claims as assigned, including historical and ancestral lands where the Shoshone and Bannock Tribes have a continued presence.

Prepares, conducts, documents, and records interviews with governmental officials, Tribal members, and other knowledgeable people, in a professional and credible manner.

Prepares peer reviewed final report on land claims status, and historical information for potential copyright by the Tribes.

Carries out the organization and implementation of a Tribal Cultural and Historic Register with suitable protocols for the continual safeguarding and operation of the Register and protection of Tribal information, to provide a secured, tiered-access database for Tribal government and Tribal members to search and view the Register and accompanying records, metadata, and geographic information systems information.

Prepares written proposals for identification, evaluation, and/or nomination of potential sites to National Park Service for National Register of Historic Places, or other sites for designation of significance with federal, state, or local governments in accordance with applicable laws.

Identifies research needs and potential projects, seeks grants and other funding sources, assists in application for funds, and if awarded successfully manages completion of projects and/or grant activities to the beneficial credit of the Tribes.

Assists in establishing and maintaining existing work relationships with federal, state, tribal, and local governments and agencies by attending government-to-government meetings and visiting cultural sites.

Establishes and maintains working relationships with the State Historical Offices and/or Societies or other historical or research organizations within states where the assigned project sites may be located.

Assists in consultation for NAGPRA, NEPA, and NHPA projects or other general projects within the Tribes' original lands, this shall include: Idaho, Oregon, Nevada, Montana, Utah, and Wyoming projects; and other specific projects as assigned.

Assists the tribal Culture Committee, natural resources departments, public affairs, and the Language and Culture Preservation Department programs.

Assists with developing and disseminating exhibits and informational handouts at museums, tourist rest areas, conferences, government meetings, and celebrations by Non-Indians, as well as tribal cultural events.

Coordinates reviews of final documents with Tribal Staff.

Prepares monthly reports and presentations on progress of projects to immediate supervisor.

May be required to prepare documents in support of the Shoshone-Bannock Tribes as directed by the Cultural Resource Director.

Works cooperatively with tribal, federal, and state agencies, tribal departments, programs, and tribal members.

Work as a team member with staff to achieve a common goal.

Completes projects on time and within budget.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self with a professional mannerism.

Performance Standards shall include but not be limited to:

- Ability to maintain dependable attendance and reliability.
- Efficient use of public skills to provide quality service.
- Ability to work effectively with departmental staff and other contacts.
- Ability to write professional reports and proposals.

Demonstrates knowledge of practices and procedures utilized in historical research environment. Responsibilities will include other activities and areas as needed to carry out position functions.

QUALIFICATIONS:

Must have a High School Diploma or GED (Grade 12)

A Bachelors Degree of Arts in History, Anthropology, Native American Studies, Museum Studies, with two (2) years or more of work experience preferred (Grade 13).

OR

Masters of Science Degree in History, Anthropology, Native American Studies, or other closely related cultural resource management field, with two or more years of work experience (include thesis research preferred (Grade 14).

OR

Doctoral/Terminal degree in in History, Anthropology, Native American Studies, or other closely related cultural resource management field, with two or more years of work experience (include dissertation research) preferred

Must submit a writing sample demonstrating ability to research and write credible high-quality research projects. This shall be no less than a 5-page paper, with an abstract.

Must be an enrolled member of the Shoshone-Bannock Tribes.

Must demonstrate ability to conduct comprehensive ethno-historical research, including interpretation of historical documents, mapping and data pertaining to the Shoshone and Bannock peoples.

Must demonstrate two year's extensive historical research experience.

Must be able to read and understand the various Treaties, and legal documents that support and strengthen the Sovereignty of the Shoshone-Bannock Tribes.

Must have a clear understanding of the customs and traditions of the Shoshone-Bannock Tribes, with emphasis on speaking and understanding either the Shoshone or Bannock languages, or both.

Must be knowledgeable of computers, digital media and other equipment used in historical research.

Demonstrate knowledge and ability in understanding and applying federal laws, regulations and policies, particularly the National Historic Preservation Act, the National Environmental Protection Act, the Native American Graves Protection and Repatriation Act, the Archaeological Resources Protection Act, and other cultural resource laws, statutes, executive orders, policies and regulations.

Must have excellent verbal and written communications skills.

Must have a valid Idaho Driver's license and be insurable through the tribe's insurance carrier throughout employment.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.