



**San Pasqual Band of Mission Indians  
Position Vacancy**

<b>Position Title: Tribal Historic Preservation Officer Monitor Supervisor (THPO Monitor Supervisor)</b>	<b>Posting Date: September 5, 2019</b>
<b>Position Reports to: Director of Environmental &amp; Water</b>	<b>Employment Category: Full-Time Non-exempt</b>
<b>Department: Environmental</b>	<b>Internal Closing Date: September 11, 2019</b>

**Position Summary**

Under the general direction of the THPO the THPO Monitor Supervisor performs a wide variety of complex, professional work in areas relating to cultural and natural resource management. The THPO Monitor Supervisor is responsible for analysis and implementation of development, THPO related impacts, and activities related to cultural resources. The THPO Monitor Supervisor is responsible for communicating information related to the cultural and natural resources of the Tribe with the THPO, other Tribal governments departments as needed and the San Pasqual Cultural Committee. This is an hourly position will perform related duties as required.

**Principal Duties and Responsibilities:**

- Under the direction of the THPO, assists in the maintenance of the Cultural Resource Management Plan (CRMP), daily correspondence.
- Ensures that any construction on the Tribal lands complies with the provisions of the San Pasqual Tribal Environmental Policy Act and CRMP.
- Act as a Tribal resource to assist cultural monitors for any project(s) in the event that human remains, or cultural artifact(s) are discovered during construction on Tribal lands.
- Participates in THPO/NAGPRA consultation and repatriation.
- Assist staff related to cultural resource management and environmental department.
- Works closely with Tribal Administrative Staff to plan and implement cultural and environmental events hosted and sponsored by the Tribe on and off Tribal lands.
- Attends cultural and environmental forums such as the California Native American Heritage Commission, the California Archaeological Site Stewardship Program, Governor's Office of Planning and Research, repatriation and reburial of human remains (if instructed) and artifacts, local planning agencies, governments, and other relevant meetings if THPO is un-available to attend.
- Protect the confidentiality of sacred and other important sites at the Tribe's discretion.
- Ensures critical information is reported to the THPO in a timely manner.
- Prepare and maintain THPO minutes and mail logs for internal Tribal and THPO board review.
- Participate at meetings, trainings, and workshops which may take place during evenings, weekends, and require travel.
- Provides general clerical support, including word processing, typing, copying, scanning, faxing, mailing, filing, screening incoming calls and correspondence.
- Prepares memorandums, correspondence, reports, special reports, agendas, minutes, and notices as directed.
- Responsive to community requests and directs questions or concerns professionally.
- Assist inventory of office supplies and equipment, assist purchasing/ordering as needed.
- Prepares and maintains THPO grant binder including electronic files.
- Other duties as assigned.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.*

**Education, Experience, Qualifications and Skills:**

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- Knowledge of Native American history, resources, programs, and services as related to San Pasqual Band of Mission Indians.
- Knowledge and ability to communicate effectively with staff, THPO, federal representatives, tribal officials, Native Americans, and other Indigenous people.
- Knowledge of tribal government infrastructures, ordinance, laws, and policies.
- Continue education related to cultural resources, environmental, and NAGPRA issues.
- Ability to accept direction from THPO and follow through on assigned projects and tasks.
- Ability to plan, organize, prioritize, identifies gaps, initiate action, and meet expectations.
- Ability to perform a wide variety of complex tasks within established timelines.
- Ability to produce quality work.
- Ability to maintain confidentiality of information related to Tribe, staff, sacred sites, and other important sites.
- Use of computer: Microsoft Word
- Proficient use of internet and email
- Valid California Driver's License
- Incumbent will be expected to maintain a good clean driving record and proof/verification of auto insurance prior to operating a Tribal vehicle.
- Under the guidance of the THPO, the incumbent must be able to sensitively reflect the Native American perspective while doing business on behalf of the Tribe or while representing the Tribe.
- The incumbent must always maintain a positive public profile and foster good public relations through continued demonstrated personal integrity, compassion, and enthusiasm for the health and wellbeing of the San Pasqual Tribe and other Native Americans.
- Be able to bend, reach, stand, jump, and carry 20+ lbs. daily in all types of weather.

Individuals who are interested for consideration for the above position should email their resume to [hr@sanpasqualtribe.org](mailto:hr@sanpasqualtribe.org) or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.