



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-090  
NATURAL RESOURCES DEPARTMENT  
CULTURAL RESOURCES SPECIALIST

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<b>Position Title:</b>	Cultural Resources Specialist	<b>Pay Level:</b>	\$21.95 – \$32.93
<b>Position Open Date:</b>	12/5/2024 – Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Natural Resources
<b>Supervisor:</b>	THPO Officer		

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**POSITION SUMMARY:**

Responsible for providing oversight, protection and conservation of cultural resources associated to the Pueblo of Jemez on Tribal Reservation Lands.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Bachelor's degree in Archeology, or a closely related Anthropological field; AND four (4) years of related experience in Southwest Archeology.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical office setting; stamina to remain seated for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 30 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone; capable to maneuver across uneven terrain amid hot and/or cold weather conditions.

## **ESSENTIAL FUNCTIONS:**

- Serves as the Pueblo's Cultural Resources Specialist as it pertains to Jemez Tribal Lands and the Ancestral Landscape; responsible for the protection and conservation of all Historic and Cultural Properties related to the Pueblo of Jemez.
- Assist the THPO Officer in the management of Jemez Cultural Resources.
- Review and develop recommendations and/or reports associated with the Pueblo of Jemez Cultural Resources.
- Review and develop recommendations for reports associated with the Pueblo of Jemez Department's proposed plans, such as reclamation, construction, forestry, and realty.
- Participates in consultation meetings with Tribal Leadership and other government agencies (such as National Park Service, United States Forest Service, Bureau of Land Management, New Mexico Environment Department, etc.) who are affiliated with the management of Jemez Ancestral Lands.
- Supports other Natural Resources Department (NRD) programs and projects such as assisting with environmental sampling and data gathering.
- Visits Museums and other institutions that hold Jemez Cultural Resource Collections to safeguard artifacts and secure cultural property rights; acts as official NAGPRA Representative (Native American Graves Protection Repatriation Act).
- Coordinates archaeological surveys in compliance with the Laws that govern Section 106 of the National Historic Preservation Act and National Environmental Policy Act (NEPA).
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Towa language highly preferred.
- Principles and practices of archeology.
- Working knowledge of Jemez History and Culture.
- Working knowledge of Section 106 of the National Historic Preservation Act and its function in the protection of cultural resources as it pertains to Indian Country.

Knowledge of (cont.):

- Working knowledge of NAGPRA.
- Working with Tribal Governments and Federal Agencies.
- Principles and practices of program and project management.
- Computer hardware and software associated with duties.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Data management and research.
- Coordinating projects and project activities.
- Archeological identification and preservation.
- Researching various database archives.
- Conducting presentations and training sessions and facilitating or leading committees where required.
- Use of GPS units.
- Preparing various types of reports, applications such as for grants, memorandum, and correspondence.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Communicating effectively in oral and written forms.
- Be able to talk with tribal elders.
- Community outreach.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**