

REVISED JOB ANNOUNCEMENT

Position: Assistant Cultural Resources Director

Supervisor: Cultural Resources Director

Program: Cultural Preservation Department

Salary: \$39,187.20- \$47,376.00 (Grade 15, Step 01-09) D.O.E.

Classification: Exempt

Location: Shoshone-Paiute Tribes, Owyhee, NV

OPENS: July 27, 2026

CLOSES: August 5, 2026

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment because the incumbent has direct contact with children and may transport children. This individual has access to sensitive personal data. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

JOB FUNCTION:

The Assistant Cultural Director will be under the direct supervision of the Cultural Director. The incumbent will be responsible for the daily operations of the department, program development to advance and preserve the culture, history, and language of the Shoshone-Paiute Tribes, and any other services as designated by the Cultural Director. The incumbent will also coordinate the efforts between the different agencies, start a cultural assessment of the antiquities, and develop a conservation strategy.

SPECIFIC DUTIES:

1. Will assist the Cultural Director in seeking outside funding and working on reporting goals and objectives.
2. Willing to learn the techniques of field investigation and resource monitoring.
3. Will attend meetings with the Cultural Director and become familiar with Government-to-Government consultation.
4. In the absence of the Cultural Director will supervise and offer guidance to the Cultural Department and act as Delegate to maintain operations.
5. Will lead the teams towards project completion.
6. Will assist the Cultural Director as needed by being Point-of-Contact (POC) on cultural resources issues, inadvertent discoveries of remains and cultural materials, or wherever the Shoshone-Paiute Tribes and their membership are involved or affected.
7. Will become familiar with the direct preparation of reports on various subjects.
8. Will travel extensively to identify and monitor the cultural and sacred sites to be conserved and protected.
9. Assist in the development, oversight, direction and implementation of public education programs.
10. Meet with individual Native people who may provide insight to certain significant areas.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or GED.
2. Some knowledge of budget preparation, submission, compliance and administration.
3. Some knowledge regarding local, state, and Federal laws and regulations.
4. Must have a valid state driver's license and be insurable with the Tribes' insurance carrier.
5. Skilled in verbal and written communication.
6. Thorough understanding of Shoshone-Paiute Tribes' culture, history, tradition, and artifacts necessary.
7. Knowledge of computers and Microsoft Office software programs

PREFERRED QUALIFICATIONS:

1. Experience working in a tribal setting preferred.
2. Some college or degree in a related field of Anthropology preferred.