

**Burns Paiute Tribe
Tribal Historic Preservation Officer**



Job Title: Tribal Historic Preservation Officer

Department: Culture & Heritage

Reports to: Culture & Heritage Director

FLSA Status: Full-Time, Exempt

Opens: 10/30/2025

Closes: Open until filled

Salary: GS 9/10 Equivalent DOE (beginning at \$61,722 annually w/ benefits)

POSITION SUMMARY

The Tribal Historic Preservation Officer (THPO) serves as the lead authority for the protection, preservation, management, and perpetuation of all cultural, historical, and archaeological resources of the Burns Paiute Tribe. Acting under authority delegated by Tribal Council and pursuant to Section 101(d)(2) of the National Historic Preservation Act (NHPA), the THPO assumes certain responsibilities of the State Historic Preservation Officer (SHPO) on tribal lands and within the Tribe's recognized ancestral and aboriginal territories.

The THPO leads and administers programs that ensure respectful care of sacred sites, archaeological sites, traditional cultural properties, cultural landscapes, burials, artifacts, and associated records. This includes oversight of the Tribe's cultural resource compliance activities, repository development, and future tribal museum operations. The THPO is also responsible for personnel management, budget development, and grant administration within the Cultural Resources Division of the Culture & Heritage Department.

The THPO represents the Burns Paiute Tribe in all government-to-government consultations on cultural, archaeological, and historic preservation matters at the local, state, federal, and international levels. This role requires strategic leadership to expand the Tribe's cultural authority, secure resources, and safeguard sovereignty in matters of cultural heritage.

DUTIES and RESPONSIBILITIES

- Manage and lead the review and compliance division of the Burns Paiute Tribe.
- Lead all aspects of cultural resource consultation under NHPA Section 106, NEPA, NAGPRA, ARPA, and related state and federal laws.
- Serve as the official point of contact for government-to-government consultation with federal, state, and local agencies, as well as private developers.
- Ensure the protection and preservation of cultural and archaeological resources during all phases of development, emergency response, and land management activities on or affecting tribal lands and ancestral territories.
- Oversee compliance with tribal burial and repatriation policies, ensuring Native remains and funerary objects are treated with dignity and respect.
- Review and evaluate Environmental Impact Statements, Cultural Resource

Reports, and permit applications, ensuring they reflect tribal interests and meet legal standards.

- Prepare and submit official tribal comments, recommendations, and determinations under Section 106 (36 CFR 800) and Section 101(d)(2).
- Manage the accession, cataloging, curation, and repatriation of tribal collections, including development and oversight of the Tribal Repository and Museum Program.
- Coordinate and lead archaeological field surveys, cultural monitoring, and mitigation plans, including supervision and training of tribal cultural monitors.
- Direct the development and implementation of policies, protocols, and best practices related to cultural resource protection, fieldwork, and repository management.
- Identify, document, and nominate traditional cultural properties, sacred sites, and historic sites to the National Register of Historic Places.
- Build and maintain partnerships with museums, universities, agencies, and other institutions to support repatriation, research, and curation agreements.
- Develop and manage the department budget, including grant writing, reporting, and administration of federal and state funding streams.
- Coordinate public education and community outreach programs, including workshops, cultural interpretation, and presentations at conferences.
- Maintain detailed and accurate records of site information, fieldwork, consultation, and project reviews, including GIS data and digital archives.
- Oversee the Review & Compliance Division, including Monitor assignment and schedules of archaeologists.
- Represent the Burns Paiute Tribe at national and regional forums, including the National Association of Tribal Historic Preservation Officers (NATHPO).

MINIMUM QUALIFICATIONS and EDUCATION

- Bachelor's degree in Anthropology, Archaeology, History, Cultural Resource Management, or related field (Master's preferred).
- Minimum 3 years of experience in Section 106 consultation, historic preservation, or tribal cultural resource management.
- Demonstrated knowledge of archaeological methods, site documentation, and compliance procedures.
- Experience in identifying and managing cultural landscapes, including villages, resource gathering areas, and sacred sites.
- Thorough understanding of federal and state cultural resource protection laws, including NHPA, NAGPRA, ARPA, and related regulations.
- Familiarity with GIS software, site recording methods, and mapping tools.
- Proven success in grant writing, reporting, and administration.
- Experience conducting government-to-government consultation with tribal, state, and federal agencies.
- Ability to work respectfully within Native communities and demonstrate sensitivity to tribal cultures, traditions, and protocols.

OTHER KNOWLEDGE, SKILLS & ABILITIES

- Experience with NAGPRA repatriation processes preferred.
- Strong communication skills — verbal, written, and public speaking — with the ability to represent the Tribe professionally.
- Proficiency in creating reports, maps, and documentation for site management and consultation.
- Ability to manage staff and contractors, oversee multiple projects, and meet deadlines.
- Must be able to travel to field sites and attend meetings as required.
- Knowledge of tribal governance, sovereignty, and consultation protocols.
- Valid driver's license and insurability under Tribal insurance.
- Ability to work flexible hours and adapt to changing priorities.

REQUIREMENTS

- Able to work with a diverse group of individuals.
- Physically fit to perform the duties of fieldwork.
- Willing to work under a variety of environmental conditions (wet, cold, dry, hot weather).
- Available to work flexible hours, interdepartmentally, and weekends when necessary.
- Ability to work independently with minimal supervision.
- Willingness to travel and camp out in the field on occasion.
- A responsible driver with a valid driver's license and prudent driving record.
- Able to communicate effectively, both written and verbally.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Anthropology, Archaeology, History, Cultural Resource Management, or related field (Master's preferred).
- Minimum 3 years of experience in Section 106 consultation, historic preservation, or tribal cultural resource management.
- Demonstrated knowledge of archaeological methods, site documentation, and compliance procedures.
- Experience in identifying and managing cultural landscapes, including villages, resource gathering areas, and sacred sites.
- Thorough understanding of federal and state cultural resource protection laws, including NHPA, NAGPRA, ARPA, and related regulations.
- Familiarity with GIS software, site recording methods, and mapping tools.
- Proven success in grant writing, reporting, and administration.
- Experience conducting government-to-government consultation with tribal, state, and federal agencies.
- Ability to work respectfully within Native communities and demonstrate sensitivity to tribal cultures, traditions, and protocols.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful candidate must:

- Submit to and pass a drug test.
- Submit to a criminal background check.
- Possess a valid driver's license.
- Provide three (3) years of driving record to determine eligibility for coverage under Tribal automobile insurance policy.

HOW TO APPLY:

Return **1)** completed [Burns Paiute Tribe Application](#), **2)** cover letter, **3)** resume/CV, and **4)** educational transcripts to:

Christina VanHolland, Human Resources Director Burns Paiute Tribe
100 Pasigo St, Burns, OR 97720

Email: HR@burnspaiute-nsn.gov OR christina.vanholland@burnspaiute-nsn.gov

****ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED****

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Mon – Fri, 8-5 pm
Or, request one via email: hr@burnspaiute-nsn.gov

You may also download an application here: [BPT Application](#)
(<https://burnspaiute-nsn.gov/wp-content/uploads/2023/09/Online-App.pdf>)