
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Tribal Historic Preservation Officer (THPO)

Reports To: Director of Natural Resources and Environmental Policy, or designee

Assigned Office

Location: Karuk Department of Natural Resources (KDNR), Orleans, California

Supervises: Cultural Monitors, Coordinators, and Technicians as assigned

Classification: Exempt, Regular, Full-time

Salary: \$67,080.00-\$85,966.40, DOE

Summary: Under the supervision of the Cultural Resources Program Manager, and the guidance of the Karuk Resources Advisory Board (KRAB), this position is responsible for assuring compliance with the National Historic Preservation Act (NHPA), Archaeological Resources Protection Act, and State procedures under AB 52 and SB18 as applicable. The THPO works with indigenous knowledge holders and partners such as the Western Klamath Restoration Partnership (WKRP) and federal/state agencies as assigned. The THPO administers the Cultural Monitor Program, maintaining the list of cultural monitors, and overseeing their training, dispatch, and supervision. The THPO may administer contracts with cultural practitioners and other providers in historic preservation roles. These responsibilities include assuming a lead role in section 106 consultations/section 110 activities, and assisting with consultations regarding reburial of human remains under the Native American Graves Protection and Repatriation Act. The THPO supports the preservation of Tribal knowledge, stories, records, and culturally sensitive information in paper and digital form. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: September 24, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Supervises Cultural Monitors, Coordinators and Technicians as assigned.
2. Maintains and adheres to the THPO grant agreement and relevant Tribal consultation policy provisions.
3. Coordinates Karuk Resource Advisory Board (KRAB) meetings regularly, and seriously considers the advisement of such in the performance of THPO functions.
4. Maintains confidential THPO office records and coordinates secure backup(s) as appropriate.

5. Establishes and maintains relationships with the state and federal government entities responsible for adhering to historic preservation and cultural resources management laws.
6. Coordinates, chairs and/or attends THPO related meetings and functions as required.
7. Maintains working knowledge of all relevant Federal, State and Tribal regulations affecting historic preservation and cultural resource management.
8. Secures and manages grants and agreements to support continuous funding to meet the needs of THPO office functions.
9. Is available for local and out of the area travel as required for job related training.
10. Establishes and maintains monitoring pool, and relevant protocols, and coordinates training for ongoing monitoring needs in conjunction with DNR and TERO staff.
11. Ensures all assigned grant, agreement and program related reports are completed, submitted, and filed in a timely manner.
12. Is polite and maintains a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrated knowledge of the Federal and State laws, regulations, and guidelines underpinning historic preservation functions.
2. Demonstrated writing skills for preparation of letters, comments, and consultation responses. Demonstrated attention to detail in data collection and input.
3. Demonstrated computer skills with programs such as, but not limited to, Microsoft Office, Field Maps, and Web GIS applications.
4. Demonstrated flexibility, firmness, and a calm demeanor in potentially physically stressful situations.
5. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
6. Demonstrated ability to establish and maintain harmonious working relationships with other employees and the public.
7. Demonstrated ability to work as a member of a team.
8. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or Education:

- a. Bachelor's degree in: Archaeology, Anthropology, Native American Studies, Policy and Management, Environmental Studies or related field and four (4) years of related work experience or;
 - b. An equivalent combination of education and relevant experience will be considered for all grades. Equivalencies based on a 2:1 ratio, 2 years of experience equals 1 year of education.
2. Must have at least two (2) years of supervisory experience.
3. Must have familiarity with professional archaeological / cultural resources field surveys, National Register nominations, Programmatic Agreements, and other professional documents.
4. Must have experience in managing NHPA section 106 consultation duties
5. Must have knowledge of the traditions, culture and history of the tribes of Northwestern California. Such knowledge relevant to the Karuk Tribe is preferred.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
7. Must be punctual, have a good work ethic, and work well without direct supervision.
8. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
9. Must be effective, efficient, productive and timely in producing and delegating assigned work products as needed while maintaining data security at all times.
10. Must possess valid driver's license, and be insurable by the Tribe's insurance carrier.
11. Must adhere to the policies and procedures of the Karuk Tribe.
12. Must be able to complete required training and travel as needed.
13. Ability to engage in sustained physical labor, and to work outdoors, sometimes in inclement weather and in hot conditions.
14. Ability to lift and carry equipment and supplies weighing up to 20 pounds, and to walk up to 1 mile in a day.

Tribal Preference Policy: In accordance with the Indian Preference Act of 1934, (title 25, USC, Section 47) and the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring

to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Review Committee Approved: June 11, 2025

Employee's Signature: _____ **Date:** _____