



PUEBLO DE SAN ILDEFONSO  
Human Resources Office  
02 Tunyo Po  
Santa Fe, NM 87506

## JOB VACANCY ANNOUNCEMENT

January 6, 2022

The Administration has a full time Tribal Historic Preservation Officer position available.

**THPO:** Under the general supervision of the Governor or designee. This position promotes, protects, preserves and manages the San Ildefonso Tribe's Cultural Resources. This position must have knowledge of the Tribe's culture and a strong commitment to preserving it.

The Tribal Historic Preservation Officer (THPO) is responsible for the development and implementation of programs which promote and protect the Pueblo's culture and heritage resources in accordance with the requirements of the Memorandum of Agreement (MOA) with the National Park Service (NPS), and other federal laws and regulations.

### **Summary of Essential Functions:**

Providing technical expertise to the Advisory Board while being responsive to their decisions and oversight, including monthly meetings to review requests for tribal consultation.

Implement the comprehensive, Reservation-wide historical preservation plan covering historical, archaeological, and traditional cultural properties.

Direct and conduct a comprehensive Reservation-wide survey and maintain an inventory of historical and culturally significant properties.

Advise and assist, as appropriate, Federal and State agencies and local governments in carrying out their historical preservation responsibilities.

Cooperate with the Secretary of the Interior, the Advisory Council on Historical Preservation, and other Federal agencies, State agencies, local governments and organizations and individuals to ensure that the historical properties are taken into consideration at all levels of planning and development.

Consult with appropriate Federal agencies in accordance with Section 106 of the National Historic Preservation Act, including maintaining a master log of all requests for tribal consultation.

Consult with appropriate Federal agencies in accordance with the Native American Graves Protection and Repatriation Act and Archaeological Resources Protection Act.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Anthropology or related field, and/or equivalent to 4 years field experience can substitute. Minimum of 2 to 4 years of professional archaeological field work and/or cultural resource management experience. An MA or PhD in Anthropology or related field is preferred with 5 years or more field archaeological and/or cultural resource management experience.

Strong computer skills including databases, Microsoft Office programs, and knowledge of and experience with GIS

Knowledge and understanding of the National Historic Preservation Act.

Knowledge and understanding of the Native American Graves Protection and Repatriation Act.

Knowledge and understanding of the Archaeological Resources Protection Act.

Must be willing and able to travel as needed. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality

*Must have a valid Driver's License. and be insurable under the Pueblo de San Ildefonso vehicle insurance policy. Must have a favorable background investigation*

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

**APPLICATION:** Submit your resume and an application form to the Human Resources office by e-mail to [karquero@sanipueblo.org](mailto:karquero@sanipueblo.org); or by fax to (505) 455-4149. An employment application can be accessed at [www.sanipueblo.org](http://www.sanipueblo.org). An application or job description are available by contacting the Human Resources office. Call (505) 455-4155 with any questions regarding this position.

**DEADLINE FOR APPLYING:** Open Until Filled