

# Sauk-Suiattle Indian Tribe

## Job Description

***Indian Preference Applies to this position giving Tribal Members a preference***

Job Title: Tribal Cultural Properties Manager  
Department: Cultural Resource Department  
Reports TO: Cultural Resource Director  
Status: Hourly  
Prepared by: Norma A. Joseph

Approved by: Ronda Metcalf Date: 5/17/2018

**SUMMARY:** This person must be culturally atoned to the Sauk-Suiattle Tribal customs and practices. Maintain knowledge of cultural and natural resources customarily used by the Sauk Suiattle Indian people. Sacred sites will be mapped and maintained in the strictest of confidentiality. Assist Cultural Resources Department with a specific focus of learning, recording, assessing and organizing cultural information and activities for the Sauk-Suiattle Indian Tribe. When the need occurs works with the Tribe's assigned THPO. *TCP will be assigned the Sauk-Suiattle Tribal Long house for maintenance of services.* TCP reviews data using GIS mapping, oral history projects – transcriptions, site explorations, photography and on site computerized digitization of cultural projects or documentation. The TCP participates with Cultural Department activities i.e., Annual Celebration Pow Wow, Big Walk, Canoe Journey, language and various cultural classes. The TCP Coordinator will review data using GIS mapping

Essential Duties and Responsibilities include the follow that is not listed in the order of foremost area of focus. Other duties may be assigned.

- Willing to learn GIS mapping;
- Represent the Sauk-Suiattle Indian Tribe's history and culture;
- Interest and commitment to learn Sauk-Suiattle Cultural resources, natural resources and recording of potential site identifications;
- Perform transcription of oral history recordings and photography or slides;
- Perform research regarding SSIT's history as it pertains to Cultural Properties;
- Advance cultural knowledge and skills to teach others of the Sauk-Suiattle Indian community;
- Travel to various Federal, State, local or private archive collections and participate in appropriate training;
- Will observe cultural protocol in all activities, cultural projects and events;
- Assist with language camps when available; Pow Wow, Big Walk;
- Canoe activities: Maintain a routine schedule of canoe maintenances purchased by CRD, schedule training dates, proceed with Canoe Journey preparation,

activity, completion. Encourage SSIT Community Members to participate in Canoe Racing;

- Work Closely with all SSIT Tribal Departments with emphasis on the Cultural Committee and the Natural Resource Department;
- Participate in Lushootseed language classes;
- Gathers cedar, roots, berries and other cultural resources;
- Longhouse: restoration and extension; arrange for port-a-potties, propane; arrange healing ceremonies specifically for longhouse. When possible seek funding for the restoration and extension.
- When the need arises works in conjunction with THPO on potential affected sites and its impact on the Tribe.

#### Education and/or Experience

- Minimum High School Diploma or equivalent;
- 6 months experience in planning and organizing community-oriented activities and/or training;
- Equivalent combination of education and experience;
- Basic filing experience in: filing, maintenance, storage;
- Must be willing to obtain training specific to Tribal Cultural Properties with the intent of advancement of cultural knowledge to assess potential cultural sites and resources;
- Must be willing to enroll in Lushootseed Language Studies;
- Must be willing to spend substantial time outdoors to do site visits and data recordings.

#### Computer and Electronic Equipment Skills

- To perform this job successfully, an individual should have knowledge of Internet and software such as; Spreadsheet, Word Processing, GIS, media players, audacity, scanners, audio, videos and other digitized equipment necessary to perform and complete the objective of the position.

#### Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measures using whole number, common fractions and decimals.

#### Certificates, Licenses, Registrations

Current Washington State Driver's license required. First Aid, CPR and Blood Borne pathogens training required.

#### Physical Demands and Work Environment:

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

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk to hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Cultural Sensitive:**

All employees must be cultural sensitive to the customs, traditions, practices and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace:**

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to pre-employment drug screen.

**Background Check:**

All employees must be able to pass a criminal history background check.

*This job description does not constitute an employment agreement between SSIT and the employee and it subject to change by SSIT as the needs of the Tribe and the requirements of the job changes.*

***Sauk-Suiattle Tribal Members Preferred per SSIT Indian Preference Ordinance***