



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

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LOWER SIOUX INDIAN COMMUNITY CULTURAL DEPARTMENT ASSISTANT - JOB DESCRIPTION

JOB TITLE: Cultural Department Assistant
DEPARTMENT: Cansayapi Cultural Department (CCD)
REPORTS TO: THPO, Cultural Department Director
STATUS: Part Time (20-25 Hours/Week)
FLSA STATUS: Non-Exempt
SALARY GRADE: 15N

SUMMARY:

The CCD Assistant is responsible for assisting the CCD Director/THPO with all aspects of management including reporting, research, and preservation-related duties. The CCD Assistant will coordinate all department activities, including: database management; educational activities for community members, staff, and guests; clerical/administrative tasks for the department; and communications across the tribe and region to ensure high level of participation in all Lower Sioux CCD activities. The position will allow for a consistent, singular point of contact during educational program development, office notifications, and outreach scheduling & coordination. Further, the CCD assistant will be an additional point of contact for an Agency and/or a contractor before, after and during undertakings. In addition, the CCD Assistant will focus, identify and achieve job duties that meet the goals of LSIC's Preservation Plan and the Cansayapi Cultural Department Action Plan.

EDUCATION AND EXPERIENCE:

- 2-year post-secondary certificate in Computer Science, digital technology, archaeology, surveying or site monitoring certification/experience.
- Culturally sensitive and have a basic understanding of tribal cultural practices.
- Strong to excellent computer skills.
- Excellent oral and written communication skills
- Able to follow detailed directions
- Able to work well under pressure and in stressful situations
- Able to work independently as well as with others in a variety of conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Excellent research and writing skills are required.
- Ability to work with limited supervision and follow direction from CCD Director/THPO.
- Familiarity with Federal laws, regulations, standards, and guidelines governing historic preservation (NHPA, Section 106, NEPA).

- Experience with GIS.
- Experience with Access and other database software.
- Demonstrated commitment to working with collections or archives.
- Knowledge of information research methodologies and techniques.
- Knowledge of historical and genealogical information resources.
- Ability to communicate effectively, both orally and in writing.
- Serves as primary reference to conduct in-depth interviews for CCD archives, and the development of LSIC's Cultural Skills Inventories.
- Identify and work on special cultural/ historic preservation projects, in consultation with the THPO Coordinator.
- Make recommendations on Historic Site or CCD program development.
- Prepare correspondence, reports, and other materials, including information of a confidential nature.
- Must be familiar with processing & preparing site/field forms, field reporting and establishing a centralized-digital database to house sensitive documentation.
- Set up and maintain confidential and legal files and records; edit reports, site records, and create maps as needed using coordinates-as needed.
- Maintain expertise in various computer software programs applied to specific tasks; (GIS) perform related duties as assigned.
- Specific knowledge and use of: Geo-mapping, and GIS.
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned

SKILLS KNOWLEDGE AND ATTRIBUTES:

- Valid Driver's License and Valid Auto Insurance.
- Strong to excellent computer skills.
- Excellent oral and written communication skills

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____