



## LOWER SIOUX INDIAN COMMUNITY

### JOB DESCRIPTION

**Position:** Cultural Dept. Assistant  
**Department:** Cansayapi Cultural Department (CCD)  
**Reports To:** THPO, Cultural Dept. Director  
**Status:** Part Time, 20-25 Hrs./week  
**Salary:** \$15.00/ hourly

**Submit Applications To:** Karen Swann, P.O. Box 308, Morton, MN 56270 or [karen.swann@lowersioux.com](mailto:karen.swann@lowersioux.com)

#### **Position 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.

#### **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;
- Will serve 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.
- Willing to sign a confidentiality statement and follow all LSIC rules in Employee Handbook.

### **ACCESS TO SENSITIVE AREAS AND INFORMATION**

Cultural Resources Inventories, site records, maps. Visits to cultural sites

### **REQUIREMENTS:**

1. Completed Application Form
2. Drug Test
3. Valid Driver's License & Valid Auto Insurance
4. At least 18 years of age
5. 2-year post-secondary certificate in digital technology, archaeology, museum management or historic site management certification/experience.
6. Must be committed to being Drug and Alcohol Free in the Work Place and during employment.
7. Must be culturally sensitive and have a basic understanding of tribal cultural practices.
8. Must have strong to excellent computer skills.
9. Must have excellent oral and written communication skills
10. Must be able to follow detailed directions
11. Must be able to work well under pressure and in stressful situations
12. Must be able to work independently as well as with others in a variety of conditions.

### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.