

PALA BAND OF MISSION INDIANS

Human Resources PMB#50 35008, Pala Temecula Rd. Pala, CA 92059

JOB DESCRIPTION

Title:	Lead Cultural Resources Monitor
Department:	Pala Environmental Department
Division:	Tribal Cultural Resources Monitoring Program
Status:	Regular / Full-Time / DOE
Supervisor:	Environmental Director/Tribal Historic Preservation Officer
Subordinates:	Monitor I, Monitor II, Apprentice Monitor, Volunteer Monitor

POSITION SUMMARY

Under the supervision of the Tribal Historic Preservation Officer (THPO) and jointly with the Assistant THPO, the Lead Cultural Resources Monitor (Lead CRM) shall supervise the Pala Tribal Cultural Resources Monitoring Program (TCRMP). He/she will be responsible for coordinating between project consultants, archaeologists, project/construction crews, and Federal, State, and/or local agency representatives during projects; attend pre-construction meetings; manage paperwork, administrative records, and payroll documents for the CRMs; and ensure that training and educational requirements are met for the CRMs. The Lead CRM will also be responsible for making preliminary determinations in the event that cultural resources and/or human remains are identified.

ESSENTIAL RESPONSIBILITIES AND DUTIES

The Lead CRM will be responsible for coordinating both field and office requirements for the various development projects. As such, the Lead CRM duties will be:

- Supporting the Assistant THPO with preparation of contracts as needed;
- Weekly scheduling of CRMs to projects and conducting field visits;
- Preparing and attending tailgate trainings, safety meetings, continuing education, and other meetings as required for the CRMs;
- Supervision of all CRMs and ensuring proper professionalism is maintained;
- Maintain and update all field paperwork to current THP Office standards;
- Review CRM Dailies, field notes, photographs, and logs and file in project files;
- Work with Assistant THPO to develop new site record forms, NAHC sacred lands forms, and any other information needed for the Tribal Register;
- General understanding of payroll policies, reporting processes, and conduct regular review/approval of payroll timesheets and other documents;
- Maintain ongoing communication with Assistant THPO and THPO;
- Prepare GIS maps for project files and the CRMs;
- Be familiar with the Pala Band's human remains and cultural resources policies and implement them as necessary;
- Keep inventory of all field equipment and coordinate with the Assistant THPO for ordering/reordering;
- Maintain ongoing log of monitor operation for each specific project;
- Be knowledgeable of federal, state, local, and tribal laws and ordinances;
- Conduct field monitoring as needed.

KNOWLEDGE, SKILLS, CERTIFICATIONS, AND ABILITIES

- Knowledge of office equipment and be computer literate
- Knowledge and proficiency in basic math skills
- Knowledge of standard basic English reading spelling, punctuation, and grammar
- Knowledge of both hard copy filing systems and digital filing programs
- Ability to communicate effectively and efficiently with the THPO and monitoring program staff, tribal community members, CRMs, archaeologists, developers, agency personnel, construction workers, and others
- Ability to complete forms, reports, and other documents without the assistance of other office staff
- Ability to organize and type moderately complex reports, correspondences, and other material in proper format and style
- Must have excellent skills in public relations
- Must have excellent organization and office skills

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Six years or more of experience as an active field monitor with supervisory capabilities.
- Must have completed an appropriate cultural resources training program, pass an equivalency test, and/or maintain appropriate experience as determined by the THPO.
- Must be available to work early morning, evening and weekends when required.
- Must possess a valid California Class C driver's license.
- Must acknowledge and agree to maintain a Drug-Free workplace (including marijuana) as a condition of employment with the Pala Band of Mission Indians. **Must pass pre-employment and random drug testing during employment.**
- Must be able to lift heavy objects up to 40 lbs, withstand extreme hot and cold temperatures and poor weather conditions, navigate over difficult terrain, and be able to walk and/or hike long distances.

OTHER REQUIREMENTS

POLICY STATEMENT

All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.

HOW TO APPLY

PLEASE SUBMIT A RESUME AND APPLICATION TO:

Pala Band of Mission Indians

Human Resources Department – Attn: Rebecca Johnson

PMB#50 35008 Pala Temecula Road

Pala, CA 92059

Email hr@palatribe.com or rjohnson@palatribe.com

Fax: 1-760-888-1980

Pala Website: <http://www.palatribe.com/community/jobs/>