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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Cultural Resources Program Manager

**Reports To:** Director of Natural Resources and Environmental Policy, or designee

**Supervises:** Archaeologists, THPO, and support staff as assigned.

**Assigned Office Location:** Karuk Department of Natural Resources (KDNR), Orleans, California

**Salary:** \$67,144-\$81,058/ yr.,DOE

**Classification:** Regular, Full-time, exempt.

**Summary:** Under the Supervision of the Department Director or designee, this position manages the Cultural Resources program. This includes supervising the Archaeologist and Cultural Resources survey functions, Tribal Historic Preservation Office (THPO) functions, and other relevant staff as assigned. The Cultural Resources Program Manager (CRPM) participates actively in meetings of the Karuk Resources Advisory Board (KRAB), which advises the THPO. The CRPM ensures that capacity is distributed appropriately for long-and short-term needs, secures funding, manages grants, and ensures that deliverables are met. This position works both internally and externally to progress the KDNR Mission, while ensuring confidentiality of protected information is upheld. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **Application Deadline: August 7, 2025 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Manages Cultural Resources, THPO, and other program functions as assigned; supervises professional level program staff such as the Archaeologist, THPO, and other relevant positions.
2. Collaborates with other program managers, tribes, intertribal organizations, agencies, and non-profit entities, etc. in carrying out the KDNR Mission.
3. Secures funding through an effective combination of grants, agreements, compacts, and contracts.
4. Oversees and or participates in production, review, and/or approval processing of professional documents and consultation activities relevant to program functions such as Programmatic Agreements, Memoranda of Agreement/Understanding, Historic Preservation Management Plans, National Environmental Policy Act (NEPA) etc.
5. Coordinates nominations to the National Register of Historic Places (NRHP), in partnership with staff, agency professionals, and contractors.

6. Oversees production of archaeological assessments for the Tribe, including: California Department of Parks and Recreation (DPR) forms, Tribal site forms, and Traditional Ecological Knowledge (TEK) forms, cultural resources specialist reports, and cultural resources inventory reports.
7. Maintains confidentiality and data management standards for protected cultural information.
8. Ensures that all archaeological work performed by the Tribe adheres to Tribal, federal, and state standards.
9. Maintains working knowledge of all relevant Tribal, federal, state, and local, regulations affecting historic preservation and cultural resource management.
10. Be available for local and out of the area travel as required for job related training.
11. Coordinates and/or attends all required meetings and functions.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Experience overseeing archaeological /cultural resources, field surveys, reading topographic maps, Global Positioning System (GPS) data collection, maintaining Geographic Information Systems (GIS) data, and carrying out other field mapping and data collection.
2. Demonstrated strong technical writing and math skills sufficient for the production of grants, agreements, compacts, compacts, professional forms and technical reports.
3. Demonstrated attention to detail in carrying out job duties.
4. Possession of strong computer skills with proficiency in programs such as, Box, Arc Pro, AirTable, and/or Microsoft Office.
5. Demonstrated flexibility, firmness, and a calm demeanor in potentially physically, mentally, and or emotionally stressful situations.
6. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
7. Demonstrated ability to establish and maintain harmonious working relationships with other employees, partner institutions and the public.
8. Demonstrated ability to understand and follow oral and written instructions.
9. Demonstrated ability to work as a member of a team.

**Requirements:**

1. Bachelor's degree in Archaeology, Anthropology, Natural Resources, Public Policy, Business Management or related field, and four (4) years of experience in related duties.
2. An equivalent combination of education and relevant experience will be considered, using a standard ratio of two years of experience equating to one year of education.
3. Must have at least two (2) years of supervisory experience.
4. Must have experience in overseeing archaeological field surveys and data collection.
5. Must have knowledge of the traditions, culture and history of the tribes of Northwestern California.
6. Must be punctual, have a good work ethic, and work well without direct supervision.
7. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
8. Must possess valid driver's license, and be insurable by the Tribe's insurance carrier.
9. Must adhere to the policies and procedures of the Karuk Tribe.
10. Must be able to complete training and travel as needed.
11. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check
12. Must be effective, efficient, productive, and timely in regard to coordinating teams and / or delegating tasks and producing multiple and measurable outcomes while working in a remote environment
13. Must be able to engage in sustained physical labor, and to work outdoors, sometimes in inclement weather and in hot conditions.
14. Must be able to lift and carry equipment and supplies weighing up to 25 pounds, to walk up to 5 miles in a day.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Review Committee Approved: July 17, 2025**

**Employee's Signature:** \_\_\_\_\_

**\*\* Employees must sign position descriptions annually, during their evaluation.**