



Cow Creek Government Office

Heritage Programs Manager

Job Code: 1858
Department: Natural Resources
Location: Roseburg, Oregon
Minimum Salary: \$58, 211.01

POSITION PURPOSE:

Under the direction of the Natural Resources Director, the Heritage Program Manager works with heritage program staff to revitalize and perpetuate Cow Creek Tribal culture by actively expressing sovereignty through the preservation, protection and management of cultural resources and traditional cultural properties on Tribal lands and throughout the Tribes area of interests. The Heritage Program Manager serves the primary role of overseeing all facets of the program including but not limited to; implementing strategic priorities and activities; managing budgets and grants; and providing oversight and management to all Heritage Program Staff.

ESSENTIAL FUNCTIONS:

- Provides day-to-day supervision of all Heritage Program Staff.
- Manages budgets and provides fiscal oversight for program activities.
- Plans, organizes, manages, and administers Heritage Program operations and functions.
- Evaluates goals, objectives, priorities, and activities to improve performance and outcomes of the program.
- Develops and implements program activities that support the Tribe's strategic plan.
- Analyzes and reviews federal, state, and local cultural resource laws, regulations, policies, and procedures to ensure compliance.
- Attends and participates in Heritage/Cultural Resource-related user groups and trainings.
- Manages all aspects of the Heritage Program including archaeological resources, research and
- Participates as a member of the Tribe's interdisciplinary team.
- Researches and writes grants to fund staff time and project related work.
- Develops positive working relationships with various local, state, and federal partners.
- Develops positive working relationships with other Tribal programs and departments.
- Works closely with the Cultural Resources Program Manager on collaborative projects and information sharing.
- Prepares contracts, hire, schedule, and supervise contractors and work crews when appropriate; and,
- Other duties as assigned.

DESIRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience (4+ years) in Cultural Resource Management, Archaeology, Sociology, or another related field of study. (Master's Degree Preferred).
- Familiarity with federal, state, and local cultural resource laws and regulations.
- Minimum 5 years' experience with a focus on cultural resource management.
- Leadership experience, including oversight of two or more employees. (Required)
- Prior experience in conducting cultural field work (2+ years preferred).
- Experience with grant writing, project planning and budget management.
- Experience with leading field crews and contractors.
- Experience with contracting processes.
- Experience working for or with a Tribe. (Preferred)
- Excellent oral and written communication skills.
- Proficient in Microsoft word and Excel.
- Valid Oregon Driver's License required.