



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Tule River Tribal Members Only

Opening Date: 10/21/2026

Closing Date: 11/03/2026

Position Title: Tribal Historic Preservation Officer

Department: Tribal Council

Work Schedule: Monday-Friday/ 8:00AM-5:00PM/ Varies

Wage Rate: Pay Range 59: \$33.50-\$42.89/ HR
Paid Bi-Weekly/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Must provide completed applications for all open positions applying for:

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Tribal Historic
Preservation Officer

WORKSITE: Tule River Reservation
340 N. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Tribal Historic Preservation Officer is responsible for interpretation, implementation, and managing the preservation of cultural resources on the Tule River Indian Reservation. The THPO is also responsible for responding to information and/or record search requests from contractors, researchers, city, state, federal officials, and others. The THPO will research and prepare responses to all inquiries about project related cultural resource issues and maintain a library of those documents. The THPO is responsible for managing all permit related activities within the department. The THPO will also be the direct contact person between field crew members who first note discoveries of human remains.

DUTIES AND RESPONSIBILITIES:

1. Responsible for all phases of program development, implementation, budget preparations, budget monitoring and evaluation.
2. Assumes full administrative supervisory responsibility over all personnel with the Tribal Historic Preservation Office.
3. Responsible for identifying alternate and additional resources for funding cultural resource management activities.
4. Maintains communications with the Tribal Council.
5. Establishes and maintains relationship with the State and Federal governments pertaining to all aspects of historic preservation and cultural resource management.
6. Participates in the review and development of financial status for submission to the tribal government. He/she will work closely with the Tribal Council to determine the financial conditions of all historic preservation programs and activities.
7. Oversees all contractors engaged by the Tribe for activities in the area of historic preservation and cultural resource management.
8. Develops and directs all historic preservation and cultural resource management projects, activities, and investigations.
9. Directly participates in field work for historic preservation and cultural resource management projects, as necessary.
10. Maintains knowledge of the all Federal, State, and Tribal regulations relevant to historic preservation and cultural resource management.

11. Participates in workshops, training sessions, staff meetings and in service activities for the purpose of upgrading skills relevant to job duties.
12. All other duties assigned.

QUALIFICATIONS:

1. Bachelor's Degree, preferably in Anthropology or History, or eight years of working supervision experience in related field.
2. Possess training and knowledge in historic and cultural preservation laws, regulations, grants, and issues.
3. Possess the archaeological knowledge base to conduct archaeological surveys and/or excavations, when appropriate.
4. Must be able to travel.
5. Must be able to adjust schedule as needed or required.
6. Excellent verbal and written communication skills.
7. Has an understanding of the social, educational, training and cultural needs of the Native community.
8. Professional demeanor and appearance.
9. Ability to coordinate work efforts with other respective Tribal departments, as needed.
10. Ability to become CPR/First Aid certified when training is available.
11. Must possess a valid California driver's license and be insurable through the Tribe.
12. Must successfully complete a background investigation and pre-employment drug/alcohol screen.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to understand, gain knowledge, and appreciate the differences between various Native American cultures and customs.
2. Ability to work well independently and with team members and other staff in a team orientated environment.
3. A willingness to initiate contacts with new people.
4. Ability to comprehend and abide by Tribal, federal and other relevant environmental regulations/codes.
5. Ability to maintain strict confidentiality.
6. Ability to organize and maintain electronic and physical files.
7. Ability to read and interpret documents.
8. Ability to multi-task in a fast-paced environment with capacity to change priorities quickly.
9. Demonstrated computer literacy in Microsoft office products and internet research and communications.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute

hearing is required. Frequently must be able to lift up to 20 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Tribal Council

Supervises: Staff

Salary: Pay Range: 59; \$33.50– \$42.89/Hr
Paid Bi-Weekly/ Overtime Eligible

Hours: Varies/Full-Time 40 Hrs per Week

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO &
401K

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT