



MISSISSIPPI BAND OF CHOCTAW INDIANS  
TRIBAL ADMINISTRATION  
P. O. BOX 6010  
CHOCTAW, MS 39350  
OFFICE (601) 656-5251

## JOB ANNOUNCEMENT # 206158

**POSITION TITLE:** Tribal Historic Preservation Officer  
**SALARY:** Negotiable  
**OPENING DATE:** MARCH 17, 2023 **MAR 17 2023**  
**CLOSING DATE:** MARCH 31, 2023 OR UNTIL FILLED  
**SUPERVISOR:** Development Division Director

### SCOPE OF SERVICE:

The Mississippi Band of Choctaw Indians' (MBCI) Tribal Historic Preservation Officer (THPO) is an official Tribal Government employee whose position is established and authorized by MBCI's Executive (Tribal Chief) and Legislative (Tribal Council) branches. MBCI's THPO meets or exceeds the requirements and definitions of the National Historic Preservation Act (NHPA), as amended in 1992, (Section 106; 36 CFR Part 800) that includes provisions for Indian tribes to exercise the responsibilities of a State Historic Preservation Officer (SHPO) on Tribal lands. MBCI's THPO will conduct oversight of Tribal lands as defined in the NHPA and the Section 106 regulations (36 CFR Part 800) as, 1) all lands within the exterior boundaries of any Indian reservation; and, 2) all dependent Indian communities. The THPO serves administratively under the direct supervision of the Director of the Development Division. The THPO exercises immediate and direct oversight to ensure the preservation, protection, curation, and management of Tribal ancestral artifacts, sacred objects, archaeological sites, Tribal cultural heritage sites, as well as maintaining accessible archives significant to the Mississippi Band of Choctaw Indians from a historic preservation perspective.

### DUTIES AND RESPONSIBILITIES:

1. Function as the principal point of contact for the review of undertakings on and off Tribal lands of the Mississippi Band of Choctaw Indians;
2. Perform the duties for historic preservation on Tribal lands that a SHPO would generally perform on private, state, or federal lands;
3. Represent the Tribe as THPO to the federal government, to various organizations, to the general public, and to other governments;
4. Serve as MBCI's official signatory for all applicable Memoranda of Agreement or Programmatic Agreements;
5. Serve as MBCI's official signatory for all applicable site assessment authorizations for construction projects, as required, for example by FEMA, HUD, USDA, and other grantors;

6. Adhere to all applicable rules and regulations of MBCI, National Park Services (NPS, and NHPA Section 106;
7. Ascertain that MBCI maintains its current and accurate presence on the NPS' listing of all tribes who have established Tribal Historic Preservation Officers under Section 101(d)(2) of the NHPA and accurate contact information;
8. Maintain active membership in, and participate in the national association of THPOs;
9. Conduct and fully document a comprehensive survey of all MBCI Tribal historic and sacred properties; provide all industry-recommended or MBCI-required documentation, such as maps, photographs, and written summaries;
10. Maintain an inventory of such properties, preparing and implementing a Tribal-wide historic preservation plan, and assisting federal, state, and local agencies in the Section 106 review of undertakings on Tribal lands of the Mississippi Band of Choctaw Indians;
11. Provide public information, education and training, and technical assistance in Tribal historic preservation;
12. Meet monthly with the MBCI THPO Advisory Review Committee and seek guidance and advise them, when appropriate, on Section 106 and National Register of Historic Places (NRHP) duties and events;
13. Monitor all construction, development, maintenance, or other activities initiated by the MBCI Tribal Government and others that may impact cultural, sacred or historic properties on Tribal lands;
14. Develop and maintain working relationships with the Mississippi SHPO, as well as with other tribes, Native American and Tribal Historic Preservation and repatriation organizations, and with other appropriate agencies;
15. Develop working relationships with local units of government in the vicinity of MBCI Tribal and trust lands;
16. Develop and maintain a cooperative and professional relationship with the NPS in carrying out THPO duties and activities;
17. Curate and catalog artifacts recovered from an archaeological survey or excavation work and donated collections;
18. Create and maintain an accessible archive and a digital database of significant Tribal documents, photographs, treaties, oral histories, recorded interviews, and other relevant historical documents;
19. Consult with appropriate federal agencies in accordance with the NHPA (Section 106);
20. Cooperate with the U.S. Secretary of the Interior, the Advisory Council on Historic Preservation, and other federal and state agencies, local governments and organizations, and individuals to ensure that historic properties are taken into consideration at all levels of planning and development;
21. Cooperate with the Mississippi Department of Archives and History (MDAH) and involvement with the Native American Graves Protection and Repatriation Act of 1990, or NAGPRA, to repatriate or transfer from their collections certain Native American cultural items -- human remains, funerary objects, sacred objects and objects of cultural patrimony -- to lineal descendants, and to Indian tribes.
22. Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

1. Must possess Tribal Historic Preservation Officer (THPO) status or obtain status within six months.
2. Bachelor's degree in Archaeology, Anthropology, History, or another academic discipline related to historic preservation;
3. Preference for a Master's degree in Archaeology, Anthropology or History;
4. Section 106 certification or willing to obtain certification within three months.
5. Three years' employment experience in cultural anthropology and working experience with Indigenous communities;
6. Preference for prior work experience with the Mississippi Band of Choctaw Indians;
7. Knowledge and appreciation for Tribal history, culture, and traditions; familiarity with all Choctaw communities;
8. Professional training and knowledge in historic and cultural preservation rules, laws, regulations, grant opportunities, and ongoing issues;
9. Ability to interpret, comprehend and abide by Tribal, federal, state, and other relevant environmental regulations, codes and policies;
10. Excellent communication skills and an academic record that can withstand critical review;
11. Proficiency in engaging in public speaking and talking to others to convey information effectively;
12. Demonstrated ability to relate well and communicate effectively with professionals and non-professionals;
13. Ability to maintain strict confidentiality;
14. Ability to work well independently and with team members and other staff in a team-oriented environment;
15. Ability to organize and maintain electronic and physical files;
16. Demonstrated computer literacy in Microsoft office products, internet research, and communications;
17. Ability and willingness to travel for program requirements, meetings, and continuing education;
18. Demonstrated prior success in researching, writing proposals, and managing grants;
19. Demonstrated ability to work well with SHPO, NPS agents, and other external organizations;
20. Demonstration of high ethical standards and personal conduct;
21. Ability to pass MBCI's employee background clearance and adjudication process;
22. Valid Mississippi Driver License; adequate personal transportation; personal automobile liability insurance coverage per State law;
23. Ability to abide by the MBCI Administrative Personnel Policy & Procedures;
24. Ability to abide by the MBCI Drug and Alcohol free Workplace policies and be subjected to random alcohol/drug testing.

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:**

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ a person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training, and Development on a case-by-case basis.

The Authority to waive Native American Preference Laws can only be exercised by the Committee on Human Resources, Training, and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians  
Human Resources  
P.O. Box 6033, Choctaw Branch  
Choctaw, MS 39350