SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION

Job Title:	**Heritage Specialist**
Department:	**Education**
Reports To:	**Tribal Administrator/Education Director**
FLSA Status:	**Non-exempt**
Prepared By:	**Human Resources**
Prepared Date:	**10/1/15**
Approved By:	**TA/Education Director**
Approved Date:	**10/15/15**

SUMMARY: This position is responsible for assisting in the planning and implementation of numerous projects relative to the areas of heritage, culture and education. General archiving, art projects, interaction with the public, cultural learning, cultural teaching and the role-modeling of lifeways are a focus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receive and answer Site Protection specific inquiries relating to Heritage and Cultural for ground disturbing activities and permit requests.
- Assist in the planning and implementation of Cultural Projects.
- Process Heritage and Education documents in the LaserFiche program.
- File department correspondence, accounting documents, archival documents and various other paperwork.
- Scan relevant Education Department and Heritage/Cultural documents (may be paper, photographic, audio and video)
- Archive relevant objects, images and documents.
- Assist in the planning and implementation of Education and Heritage events and activities such as round planning for annual Fish Camp, Canoe Journey, Culture Nights, Cultural Fair, Halloween and Christmas Parties, etc.
- Pursue comprehensive knowledge of tribal heritage, language, lifeways and carving through personal research and study with knowledgeable persons.
- Assist in the documentation and implementation of Department grants.
- Assist with the Youth After School and Summer Youth Programs as needed.
- Act as a Cultural Ambassador between the Tribe and any/all public and/or private entities which seek better cultural understanding of the Shoalwater Bay Indian
- Performs other clerical duties as needed and/or assigned

SUPERVISORY REQUIREMENTS: This job has no supervisory responsibilities.

COMPENTENCIES:
To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others ideas and tries new things.
Initiative – Volunteer readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; ask for and offers help when needed.
Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to needs; present numerical data effectively; able to read and interpret written information.
Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organizations goals and values; benefits organization through outside activities; respects diversity.
Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision making process; makes timely decisions.
Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectifies; organizes or schedules other people and their tasks; develops realistic action plans.
Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to guests, clients, and other employees of the organization.
Attendance and Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
Dependability – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
Mathematical Skills: Basic math.
Reasoning Ability: Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
Behavior – Respectful, courteous, and friendly to all. A team player that helps the Program meet its objectives. Takes initiative. Effective communications. Positively

represents the Tribe, maintaining the trust of the Shoalwater Bay community. Demonstrates honesty and ethical behavior. Must be committed to an alcohol/drug-free and violence free lifestyle. Must be able to effectively communicate with various age groups.
Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School Diploma or General Education Degree (GED) and at least one year of relevant experience required; AA or BA preferred.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS: Comprehensive knowledge of computers (hardware and software) and computer networking. Current knowledge of Microsoft XP Word and Excel software.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand and walk. Repetitive motion and use of carving tools and machinery required. The employee is frequently required to use hands to finger, handle, feel, reach with hands and arms; stoop, kneel, crouch, or crawl; talk and hear. The employee must occasionally lift heavy weight and manipulate heavy objects such as logs and lumber.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.