

POSITION ANNOUNCEMENT

POSITION TITLE: **Yavapai Culture Manager**

SUPERVISED BY: Executive Director of Administrative Operations

POSITION DESCRIPTION: The Yavapai Culture Manager is responsible for the overall management and direction of the Yavapai Culture program.

QUALIFICATIONS:

- High School Diploma plus some college level course work in the Archeology or Cultural Preservation field preferred.
- Must be fluent in the Yavapai Language and have knowledge of the history thoroughly.
- Must be able to read and write in Yavapai.
- Must have the ability and experience to develop, administer and effectively manage department budget.
- Minimum three (3) years of cultural program experience, prefer at least one (1) year experience with Tribal issues.
- Must have prior Management and/or Supervisory experience.
- Must have a high adaptability and exercise sound judgment, tact, and professional attitude, and maintain a positive working relationship with other Tribal Employees and members of the community.
- Ability to make effective presentations on controversial or complex topics.
- Ability to apply principles of logical or scientific thinking to a wide variety of intellectual and practical problems.

DUTIES AND RESPONSIBILITIES

- Develop and manage a system for providing Yavapai Language classes for Tribal Members.
- Direct the development of Yavapai Culture activities for the Nation.
- Oversee the maintenance of required files, documents, inventory, articles and records related to the Yavapai Culture Department.
- Consults regularly with the Tribal Archeologist regarding NAGPRA and historic issues pertaining to the traditional and material culture of the Tribe.
- Promotes and supports traditional ceremonies, events, prayers, dances, arts, folk-arts, philosophies and way of life.
- Record and preserve Tribal histories and sites. Develops, administers and effectively manages program budget.
- Monitors expenditures and revenues to ensure that the budget forecasts are met.

- Makes periodic reports, both oral and written to the Tribal Management, Tribal Council, State and Federal Agencies, Boards, Commissions, on the status of culture issues, grants, budgets, etc.
- Maintains a positive working relationship with all employees and members of the community.
- **Must have a valid Arizona Driver License and be insurable with the Nations' insurance.**

PAY RATE: D.O.E.; Plus Tribal Benefit Package.

POSITION STATUS: Regular; Full-time

OPEN UNTIL: Friday, February 23, 2012

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**