

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be filled:** Cultural Registrar

**Department:** Cultural

#### **Required Qualifications/Essential Duties:**

- Master's Degree in Museum Studies plus three years related experience in collection management and working with tribes- **Required;**
- Must have a Valid California Driver License- **Required;**
- Must be insurable by company's insurance carrier and maintain throughout employment- **Required;**
- Collection Resource Management: Maintain the tribe's ethnographic collection including Native American baskets, archaeological material, photographs, documents and library. Including documentation and research of collections, annual inventories, condition summaries, set preventative conservation standards for storage and handling and monitor the climate and environment of collections and documentation oral histories of the tribe;
- Develop policies, procedures, collection forms and museum documents;
- Assist with federal and state grant writing, reporting and financials;
- Design temporary exhibits and collection publications;
- Create and maintain the Tribe's Museum System database software for collections;
- Prepare NAGPRA claims and assist with consultations and repatriations;
- Assist with NAGPRA meetings;
- Collaborate with other staff on ethnographic and archaeological research and presentations;
- Assist in meetings with the Cultural Committee;
- Ensure professional quality of reports and deliverables including any evaluations and reports;
- Communicate well with other organizations and/or representatives;
- Collaborate with staff on creating GIS maps;
- Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Cultural Department.

**Reports To:** Director

**Starting Rate of Pay:** \$25.00 per-hour – D.O.E. (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** October 6, 2020

**Deadline:** Open Until Filled

\_\_\_\_\_  
Department Director                      Date

\_\_\_\_\_  
Human Resources Director              Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.