

Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

Job Title:	Historic Preservation Director/Officer	Posting Date:	February 21, 2019	Closing Date:	Open Until Filled
Reports To:	Tribal Administrator	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Responsible for the overall direction of the Historic Preservation Office Department. This includes the Museum, Section 106, and Library Programs. Functions under the general supervision of the Tribal Administrator and the Executive Committee.

Qualifications

1. Ability to work collaboratively with Administration and Executive Committee on goals and objectives	4. Continue Historic Preservation programs and initiatives, including growth and expansion
2. Review, assess and answer all correspondence in a timely manner	5. Design, create, and maintain Historic Preservation database
3. Willing to travel and represent Delaware Nation as required or assigned by Tribal Administrator	6. Ability to work with other departments when given collaborative projects

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

• Valid Oklahoma Driver License	• Bachelor's Degree Preferred (Anthropology or related field)
• Ability to pass drug screen	• 2+ years' experience managing federal grants/programs
• Ability to pass background screening	• 2+ years' experience in management or supervisory position
• Excellent communication, writing, and presentation skills	• Strong organizational and problem-solving skills

To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation.com

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.