
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title:	Cultural Resources Program Manager
Reports To:	Director of Natural Resources and Environmental Policy, or designee
Location:	Orleans, California
Assigned Work Location:	Karuk Department of Natural Resources (KDNR),
Salary:	\$67,745.60-\$86,840.00yr./DOE
Classification:	Regular, Full-time, Exempt.
Summary:	Under the Supervision of the Department Director or designee, this position manages the Cultural Resources program. This includes supervising the Archaeologist and Cultural Resources survey functions, Tribal Historic Preservation Office (THPO) functions, and other relevant staff as assigned. The Cultural Resources Program Manager (CRPM) participates actively in meetings of the Karuk Resources Advisory Board (KRAB), which advises the THPO. The CRPM ensures that capacity is distributed appropriately for long-and short-term needs, secures funding, manages grants, and ensures that deliverables are met. This position works both internally and externally to progress the KDNR Mission, while ensuring confidentiality of protected information is upheld. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: April 14, 2026 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2043/7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

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Responsibilities:

1. Manages Cultural Resources, THPO, and other program functions as assigned; supervises professional level program staff such as the Archaeologist, THPO, and other relevant positions.
2. Collaborates with other program managers, tribes, intertribal organizations, agencies, and non-profit entities, etc. in carrying out the KDNR Mission.
3. Secures funding through an effective combination of grants, agreements, compacts, and contracts.
4. Oversees and or participates in production, review, and/or approval processing of professional documents and consultation activities relevant to program functions such as Programmatic Agreements, Memoranda of Agreement/Understanding, Historic Preservation Management Plans, National Environmental Policy Act (NEPA) etc.
5. Coordinates nominations to the National Register of Historic Places (NRHP), in partnership with staff, agency professionals, and contractors.
6. Oversees production of archaeological assessments for the Tribe, including: California Department of Parks and Recreation (DPR) forms, Tribal site forms, and Traditional Ecological Knowledge (TEK) forms, cultural resources specialist reports, and cultural resources inventory reports.

7. Maintains confidentiality and data management standards for protected cultural information.
8. Ensures that all archaeological work performed by the Tribe adheres to Tribal, federal, and state standards.
9. Maintains working knowledge of all relevant Tribal, federal, state, and local, regulations affecting historic preservation and cultural resource management.
10. Adheres to Tribe's and Program's confidentiality and personnel policies.
11. Be available for local and out of the area travel as required for job related training and various activities.
12. Attends all required meetings, trainings and functions.
13. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrated strong technical writing and math skills sufficient for the production of grants, agreements, compacts, compacts, professional forms and technical reports.
2. Demonstrated attention to detail in carrying out job duties.
3. Possession of strong computer skills with proficiency in programs and software such as Microsoft 10, Box, Arc Pro, AirTable, and/or Microsoft Office.
4. Demonstrated ability to work as a member of a team.
5. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
6. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
7. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
8. Demonstrated ability to understand and follow oral and written instructions.
9. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Education and/or Experience:
 - a. Bachelor's degree in Archaeology, Anthropology, Natural Resources, Public Policy, Business Management or related field, and four (4) years of experience in related duties.
 - b. An equivalent combination of education and relevant experience will be considered, using a standard ratio of two years of experience equating to one year of education.
2. Experience overseeing archaeological /cultural resources, field surveys, reading topographic maps, Global Positioning System (GPS) data collection, maintaining Geographic Information Systems (GIS) data, and carrying out other field mapping and data collection.
3. Must have at least two (2) years of supervisory experience.
4. Must have experience in overseeing archaeological field surveys and data collection.
5. Must have knowledge of the traditions, culture and history of the tribes of Northwestern California.
6. Must be punctual, have a good work ethic, and work well without direct supervision.
7. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
8. Must adhere to the policies and procedures of the Karuk Tribe.

9. Must be effective, efficient, productive, and timely in regard to coordinating teams and / or delegating tasks and producing multiple and measurable outcomes.
10. Must be able to engage in sustained physical labor, and to work outdoors, sometimes in inclement weather and in hot conditions.
11. Must be able to lift and carry equipment and supplies weighing up to 25 pounds, to walk up to 5 miles in a day.
12. Must be a self-starter, well organized, and willing to learn new skills.
13. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
14. Must successfully pass a pre-employment drug screening test.
15. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: March 31, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25