

RAMAYTUSH TRIBE OF THE SAN FRANCISCO PENINSULA



Ramaytush Tribe
Association of Ramaytush Ohlone
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Contact: Jonathan Cordero (jonathan@ramaytush.org)

POSITION DESCRIPTION

Posted June 1, 2026

Position Title	Director of Cultural Resources
Status	Exempt
Classification	Part-Time to Full-Time
Supervisor	Executive Director
Salary Range	\$48/hr to \$67/hr with benefits

Summary

The Director of Cultural Resources identifies, protects, preserves, and curates the Tribe's cultural resources, including ancestors, sacred sites, and other tribal cultural resources. The Director takes measures to protect cultural resources in accordance with the Tribe's policies, practices and customs by utilizing applicable laws and working with governmental agencies, environmental consultants, archaeologists, project applicants and legal counsel. The Director engages in all aspects of consultation regarding tribal cultural resources 1) held by public and private entities and 2) impacted by proposed and ongoing development projects. The Director manages the repatriation of tribal cultural resources, including storage and reburial, and maintains a database of projects and of cultural resources. The Director manages cultural monitoring, including the hiring and training of cultural monitors. The Director exercises limited delegated authority when representing or acting on behalf of the Tribal Council at local, state, and national levels, including issuing notices or signing legal letters or documents.

Duties and Responsibilities

- Tribal Consultation
 - annually submit letters requesting tribal consultation for cities, counties, and other state and local agencies located with Ramaytush tribal territory
 - respond to requests for tribal consultation on cultural resources originating from and currently located within Ramaytush tribal territory
 - review and respond to documents related to projects within Ramaytush tribal territory that potentially or actually impact cultural resources
 - visit project sites and engage in other research to assess the potential impact of project activities on cultural resources

- develop and maintain a cooperative working relationship with state and local agencies and organizations whose work directly or indirectly impacts cultural resources
- Data Management
 - maintain records of tribal consultation requests and responses
 - maintain records for all known tribal cultural resources in Ramaytush tribal territory, including cultural resource locations, reburials, and cultural resources in storage
- Knowledge
 - acquire familiarity with the Ramaytush worldview, with tribal policies and procedures, and with related tribal norms and protocols
 - develop and maintain familiarity with relevant laws, regulations, and guidelines for federal, state, and other related entities
 - attend and present at professional conferences and meetings
- Cultural Monitoring
 - oversee the Ramaytush Tribe's cultural monitoring program
 - hire, train, and supervise cultural monitors
 - provide cultural sensitivity training for other staff at project sites

Qualifications

- Master's or PhD in Anthropology, Archaeology, Native Americans Studies, or related field required
- Previous experience working with or for Native American tribes required
- Minimum three years working for a tribe, an archaeological/environmental firm or other related agency required
- Basic knowledge of the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act (NHPA), California Environmental Quality Act (CEQA), SB 18, AB 52, and CalNAGPRA required; experience with legal counsel to develop relevant arguments preferred
- Experience reading maps, including topographic maps and Google Earth/ArcGIS preferred
- Experience and working knowledge of planning related software and GIS applications.
- Knowledge of Microsoft Office programs (Word, Excel, PowerPoint, Project Management) required
- Ability to work with minimal supervision required
- Good physical condition required
- Must successfully pass a pre-employment background investigation.

Knowledge, Skills, and Abilities

- Knowledge of the anthropology, archaeology, ethnography, and/or other related disciplines/fields.
- Knowledge of archaeological site evaluation.

- Ability to communicate clearly and to establish professional working relationships with elected/appointed officials, lead agency staff, tribal staff and leadership, other decision-makers, and project proponents.
- Ability to manage multiple projects effectively and meet firm deadlines.
- Ability to creatively problem-solve and to gather relevant information to solve less well-defined problems related to protecting and preserving cultural resources.
- Ability to multi-task, organize tasks, and maintain files.
- Ability to organize resources and establish priorities.
- Ability to understand and communicate complex issues.
- Ability to conduct oneself in a culturally sensitive manner.
- Ability to maintain strict confidentiality of cultural information.
- Ability to work independently on multifaceted projects.
- Must possess a professional demeanor and work ethic.
- Ability to present facts clearly and accurately both orally and in writing.

Physical Demands

This position requires physical agility to access potential project sites in diverse terrain and to tolerate varying weather conditions. While performing the duties of this job, the position is regularly required to sit and stand, use fingers and hands to handle and/or feel work-related items. Job duties also include lifting heavy cultural items and boxes.