

Title: **Cultural Resources Supervisor**
Location: ACBCI
Reports to: Historic Preservation Operations Manager

FLSA: Exempt

Grade:

Job Code:

Submit Date:

10/1/2025

Come work for the leading employer in the Coachella Valley. Agua Caliente offers a comprehensive benefit and compensation package that includes rich medical and dental benefits, a 401k plan with employer match, more than 3 weeks of paid time off per year for newly hired employees, and other great benefits like food and beverage discounts at our three casinos, fuel discounts, tuition and wellness reimbursement, plus much, more.

WHO ARE WE: The Agua Caliente Band of Cahuilla Indians is a federally recognized Indian Tribe located in Palm Springs, California, with 32,000 acres of reservation lands that spread across Palm Springs, Cathedral City, Rancho Mirage, and into the Santa Rosa and San Jacinto mountains. The Tribe currently owns and operates two 18-hole championship golf courses, 3 casinos located in Cathedral City, Rancho Mirage, and downtown Palm Springs, two world class spas, and a fuel station. For more information about the Tribe, visit www.aguacaliente-nsn.gov.

JOB DESCRIPTION SUMMARY

Supervise the ACBCI Cultural Monitor staff to ensure the effective monitoring of development/construction projects that are subject to cultural monitoring on the Agua Caliente Indian Reservation and within the Agua Caliente traditional use area. Prepare, manage and keep current monitoring agreement documents.

QUALIFICATIONS

- Minimum of High School education; G.E.D. or equivalent.
- Bachelor's degree in Anthropology, Archaeology, or closely related field preferred.
- Must be able to complete a Cahuilla Based Cultural Resource Monitor Educational Program (minimum 40 hours training), be certified, and keep certification current (upon hire). Other certifications, education and/or work experience will be considered.
- Minimum of 3-5 years of practical experience including 1-2 years supervising employees, or combination of related education and experience.
- Strong knowledge of current local research methods and field application of archaeological principles; basic knowledge of federal, state, local and tribal legislation pertaining to cultural resources.
- Possess the ability to interact with multiple people/groups of all levels and to effectively communicate.
- Proficient in Microsoft Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

- Supervise all Cultural Monitors and direct and evaluate in the areas of policies, procedures and job performance. Ensures adherence to policies and procedures, and internal controls.
- Assist in preparing and negotiating monitoring agreement documents and amendments including coordination with client, legal counsel, risks management, and accounting.
- Assist in managing monitoring agreements to ensure that contractual terms are followed.
- At the end of each two-week period, check timesheets for accuracy and share all pertinent billing information goes to the accounting department for processing. Ensure all mileage and per diem checks are distributed.
- Distribute client contact information, preconstruction meeting information, and pertinent project details to Cultural Monitors and the THPO Operations Manager.
- Maintain contact with the Operations Manager to ensure all monitoring requests both internal and external are covered in the correct capacity
- Collaborate with CRM firms, agencies, and project managers to ensure compliance for Cultural monitoring conditions.
- Conduct weekly site visits to current and ongoing projects to check in with Cultural Monitors, CRM archaeologists, and developers to assess and document a project's progress.
- Produce the weekly monitoring schedule.
- Review and compile daily cultural monitoring summaries and give feedback to Cultural Monitor
- Ensure that Cultural Monitoring staff maintains proper and up-to-date field gear and safety equipment, and that they are administered pertinent safety trainings.
- Responsible for conducting the yearly Cultural Monitors Training course for the certification of cultural monitors.
- Coordinate quarterly Cultural Monitoring meetings and other meetings as needed.
- Responsible for communication and information dissemination between Operations Manager, Cultural Monitors, and construction project management.
- Must comply with all applicable ACBCI System of Internal Controls, Standard Operating Procedures and all Tribal Regulations.

SUPERVISORY RESPONSIBILITIES

- Cultural Monitoring

ACCESS TO SENSITIVE AREAS AND INFORMATION

- Cultural Resource Inventories, site records, maps, and artifacts
- Visits to cultural sites

Signatory Ability

- HR Forms

WORKING CONDITIONS/PHYSICAL DEMANDS

To perform this job successfully, the individual must work in both the office and field environments. The position requires physical activity and you must be physically fit. Other activities may include hikes of various durations, with packs/equipment for projects that are inaccessible by vehicle. Individuals will be required to walk/hike 8+ miles, climb stairs and walk on uneven surfaces. Additionally, the individual must be able to work long hours in outdoor weather conditions year-round, ranging from 32 degrees F. to 125 degrees F. and in direct sun, must be able to lift at least 50 lb. to waist level and be able to walk carrying the weight. Must be able to travel in and out of Palm Springs, California area.