



# CITY OF SEATTLE

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## Cultural Resources Program Manager (SA 2)

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**SALARY:** \$44.71 - \$67.09 Hourly  
\$93,354.48 - \$140,083.92 Annually

**LOCATION:** Cedar River Watershed (One-hour East of Seattle), 19901 Cedar Falls Road SE, North Bend, WA, Washington

**JOB TYPE:** Civil Service Exempt, Regular, Full-time

**SHIFT:** Day

**DEPARTMENT:** Seattle Public Utilities

**BARGAINING UNIT:** WSCCCE, Local 21 CL StratAdvrs

**CLOSING DATE** 11/29/22 04:00 PM Pacific Time

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### POSITION DESCRIPTION:

***An online application including response to the supplemental questionnaire must be fully completed for consideration. Please DO NOT attach resumes and cover letters, as they will not be considered in the review of candidate's qualifications.***

Are you motivated and looking to address some of today's most complex and diverse cultural resource planning and regulatory requirements for the Seattle area? Do you want to make a difference by providing expert consultation to multiagency projects and foster transparent collaboration with important stakeholders to drive change? Are you a seasoned and skilled Cultural Resources Program Manager? If so, then working for the Seattle Public Utilities (SPU) Tolt Federal Energy Regulatory Commission (FERC) relicensing team could be the right opportunity for you!

Seattle Public Utilities (SPU) is currently recruiting for a Cultural Resources Program Manager (Strategic Advisor 2). The role is responsible for the development, administration, and implementation of legal and regulatory commitments and compliance for cultural and historical resource protection and management related to operations, maintenance, and CIP projects for SPU's South Fork Tolt River and Cedar River Watersheds and associated City-owned lands. The Cultural Resources Program Manager will also serve as SPU's cultural and historic resources subject matter expert for the South Fork Tolt and FERC re-licensing process and will be the key contact for Tribal engagement, playing a critical role on the City's Tolt FERC relicensing team.

**About Seattle Public Utilities:** Seattle Public Utilities (SPU) is a Community Centered Utility whose mission is to foster healthy people, environment, and economy by partnering with our community to equitably manage water and waste resources for today and future generations. We deliver high quality, vital services, across four major lines of business: providing water, solid waste, drainage and wastewater services for Seattle residents and businesses. In addition, SPU provides drinking water for 1.5 million regional customers in Seattle and other municipalities. Our customers depend on us to deliver high quality, reliable, and cost-conscious utility services and to achieve the highest benefits possible for every investment we make.

SPU commits to Our City Values and Race and Social Justice as core principles that guide our work. We actively take steps to dismantle systemic racism and increase service equity. We value diverse life experiences and strive to create a workplace that is welcoming to all. We take steps to be inclusive and equitable in our recruiting, hiring and promotional opportunities.

### Why join us?

We know work isn't only about what you do it's also about who you work for and with! SPU

provides a fun and family-friendly work environment that supports a work life balance, including:

- Hybrid work schedule opportunities
- Family-friendly and multicultural work environment
- Generous benefits package
- Free public transportation options
- City pension plan with employer/employee contributions
- Growth potential and advancement opportunities

## **JOB RESPONSIBILITIES:**

- Provide strategic support for SPU's Cultural Resources Program and conduct Tribal engagement, including providing regular policy recommendations to City leadership.
- Provide technical expertise to SPU and the City of Seattle in cultural and historic resource protection and ensure regulatory compliance with tribal governments, and local, state, and federal agencies for the development of any studies or ethnographic surveys, operational or capital projects, monitoring cultural site conditions, associated with FERC re-licensing and mitigation programs.
- Conduct and complete environmental/cultural resources reviews and permitting at Cedar River and South Fork Tolt watersheds.
- Manage long-term cultural resource programs, ensure development of and updates to Cultural Resource Management Plans for watershed lands.
- Collaborate with partners on cultural resource notification to tribal governments and agencies with monitoring mitigation agreements that have the potential to impact cultural or historical resources; and oversee database management of sensitive information.
- Prepare and review relevant sections of required FERC documentation.
- Track, review, and report to SPU and Seattle City Light leadership on proposed policies and agreements related to cultural resources and affected tribal governments, as well as historic resources.
- Support Tribal engagement on Cedar River Watershed Habitat Conservation Plan (HCP) and other mitigation agreements, representing City interests to state and federal agencies, tribal governments, and other interested parties, support HCP requirements and activities.
- Manage research projects and contracts for technical and ethnographic studies, including developing scopes of work, evaluating potential consultants, and reviewing contracts, managing budgets, and ensuring timely collection, accuracy, and completion of data and deliverables (i.e., reports); and oversee program contracts.
- Support complex negotiations and tribal government engagement, representing City interests while maintaining critical relationships with tribal governments.
- Interact and work with a multicultural and diverse group of individuals and teams.
- Perform work in alignment with the City of Seattle's Racial Equity & Social Justice framework.

*Please note this job advertisement is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

## **QUALIFICATIONS:**

**Experience:** Minimum five (5) years of advanced professional experience relevant to the performance of essential duties at a high level.

**Education:** Bachelor's Degree in Cultural Resource Management, Conservation, Anthropology, Archaeology, History, Historical Preservation, Native American studies, or a related field.

***Combinations of appropriate education, training, certification, and experience will be evaluated on an individual basis for comparability to the minimum education and***

**experience requirements.**

**License Requirements:** At the time of appointment must hold a valid Washington State Driver License.

**You will be most successful in this role if you possess one or more of the following:**

- A history of working with public sector clients, tribal governments, and regulatory agencies.
- Familiarity with cultural resources and associated laws and regulatory environment.
- Exceptional communication, facilitation, and negotiation skills.
- Experience working well with tribal governments, agencies, and diverse stakeholders, with proven success in building positive relationships, and navigating complex issues to achieve results.
- Excellent information management skills, including a host of Microsoft Office Suite tools.
- Effectively able to utilize the State's Archaeological and Historic database (WISAARD), not a requirement, but a major plus.
- Experience overseeing consultant contracts or consulting in a related field of work.
- Proven ability to effectively communicate technical information both verbally and in writing to technical and non-technical audiences.

**ADDITIONAL INFORMATION:****City of Seattle COVID-19 Vaccine Mandate:**

All City of Seattle employees are required to be fully vaccinated against COVID-19. Failure to submit proof of vaccination or qualify for a reasonable accommodation will result in withdrawal of a job offer.

**Who may apply:** The City of Seattle encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experience. This position is open to all qualified candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity.

Most work is performed in a normal City work/office environment; however, due to the ongoing pandemic and Covid-19 state and local restrictions, **hybrid** telework/office/field assignment work will be available consistent with HR guidelines, and as circumstances dictate. We continue to seek guidance from local public health agencies and will proceed accordingly with any necessary changed or needs regarding "workplace location" expectations.

This hiring process involves a background check of conviction and arrest records in compliance with Seattle's Fair Chance Employment Ordinance, SMC 14.17. Applicants will be provided an opportunity to explain or correct background information.

Learn more about Seattle Public Utilities at our web page [www.seattle.gov/util/](http://www.seattle.gov/util/).

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2022-01862

<http://www.seattle.gov/jobs>  
CULTURAL RESOURCES PROGRAM MANAGER (SA 2)  
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, WA 98104

[Careers@seattle.gov](mailto:Careers@seattle.gov)



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Language Premium - Individuals selected to fill this position may be eligible to receive Language Premium Pay (SMC 4.20.360), which provides a \$200.00 monthly stipend to qualified bilingual employees who are properly evaluated and assigned to provide direct communication in-language, interpretation, or translation services to the public on behalf of the City of Seattle.

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

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### Cultural Resources Program Manager (SA 2) Supplemental Questionnaire

\* 1. Do you have a valid Washington State driver's license?

Yes  No

\* 2. What is your major area of study? If you possess multiple degrees, please list each degree and major.

\* 3. Please select the answer below that best describes your total years of professional work experience in Cultural Resource Management, Conservation, Anthropology, Archaeology, History, Historical Preservation.

- Less than 5 years of experience
- 5 years - 9 years of experience.
- 9 or more years of experience.
- No experience.

\* 4. Please BRIEFLY describe how your education and experience make you a good fit for this subject matter expert in Cultural Resources?

\* Required Question