

COQUILLE INDIAN TRIBE

JOB ANNOUNCEMENT CLOSES MARCH 10, 2014 at 5:00 P.M.

Job Title: ARCHAEOLOGIST / THPO
Department: Culture, Education and Library Services Department
Reports to: Culture, Education and Library Services Director
FLSA Status: Non-Exempt Full-Time
Salary Grade: 6 (\$18.43 to \$28.76 hourly or \$38,334 to \$59,820 annually DOE)

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Culture, Education and Library Services Director, the primary function of this position is to provide professional archaeological capabilities to the Coquille Indian Tribe (CIT) that meet Secretary of Interior Standards for Professional Archeologists, particularly in compliance with the National Historic Preservation Act (NHPA) Section 106 and 110. This position oversees the use and access to data pertaining to the locations and inventories of cultural/archaeological sites found within the Ancestral Homelands of CIT within Coos and Curry Counties and is occasionally assigned to support other CIT departments or programs on a project specific basis and occasionally may be assigned to assist particular CIT cultural education and training efforts.

Under the direct supervision of the Culture, Education and Library Services Director, this position is responsible to execute approved annual work plans and special projects that support the Tribal Historic Preservation Officer (THPO) Program Plan as set forth by an agreement between the National Park Service (NPS) and the Coquille Indian Tribe (CIT) (NPS Agreement #41-11-NA-68d).

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform the level of work that is expected of an Archaeologist that meets the Secretary of Interior Standards. Such work may be for projects that are undertaken and/or funded by CIT or projects that are performed by CIT via contractual agreements with other tribes, public agencies or private parties.
2. Be responsible to insure compliance with NHPA Section 106 and 110 criteria in the planning, management and reporting of all projects or proposals on public or private lands wherein CIT is an effected party or has an expressed interest. Insure that associated permit applications and published reports of said projects or proposals are properly recorded, including any nominations to the National Register of Historic Places.
3. Oversee the acquisition and retrieval of digital data (herein referred to as GPS) pertaining to archaeological sites that is managed and maintained by the CIT GIS Program. In collaboration with the GIS Program, verify the proper distribution and use of those digital records and archives to insure that what is confidential and/or proprietary to the CIT remains so.
4. Manage and administer the day to day Tribal Historic Preservation Officer (THPO) operations as well as work efforts of other staff as assigned by the Department Director, contractors, or other CIT employees who may be occasionally or seasonally be assigned to THPO projects.
5. Insure compliance with the THPO Program Plan and Annual Work Plan especially in performance of the National Historic Preservation Act (NHPA) Section 106 and 110 processes. Insure timely and appropriate responses to other tribes and agencies in government to government consultation processes that involve cultural resource matters within CIT Ancestral Homelands.

6. Assist other personnel to manage and maintain digital inventories and archives for archaeological and non-archeological collections including objects, artifacts, photographs, documents and other printed materials.
7. Provide timely and appropriate responses to requests as directed by the Department Director from other CIT programs and departments for assistance, including technical assistance and logistical support, particularly in the areas of cultural education and CIT community cultural events and activities throughout the Tribe's service area.
8. Assist in creating or producing cultural exhibits and act as an interpreter for CIT historical and cultural information for CIT members and public audiences.
9. The work effort and success of this position depends on collegial and collaborative relationships with CIT programs and professionals.
10. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

MINIMUM QUALIFICATIONS

- A. Master's Degree in Archeology or other germane discipline (such as History, Anthropology, and Architectural Historian) and qualify to obtain archaeological permits (including ARPA) in Oregon and on Federal lands if not already obtained.
- B. Minimum two years' experience in cultural program and project execution with demonstrated experience in project management, budget administration, federal budget and audit compliance, grants and contract administration, field work and contractor supervision. Knowledge of or ability to quickly learn THPO policies, functions and reported is preferred.
- C. Demonstrated experience and success in collaborative processes and projects involving other tribes, public and private agencies and individuals.
- D. Excellent written and oral communication skills in both academic teaching and public audience environments.
- E. Proficient in the use of technology and software, including but not limited to, Microsoft Office, GPS data collection and ArcGIS data management.
- F. Proven ability to operate in a team setting as team leader or team member.
- G. A general understanding of Oregon's land use planning regulations and cultural resources protection laws.
- H. Demonstrated knowledge of the history of Tribes in Oregon.
- I. Must have a current and valid Oregon Driver's License in good standing with no insurability issues with the Tribe's insurance carrier.