THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0869834**	DATE POSTED:	**01/26/15**
POSITION NO:	**241209**	CLOSING DATE:	**02/06/15**
POSITION TITLE:	**Archaeologist**		
DEPARTMENT NAME / WORKSITE:	**DNR/Archaeology Department/Window Rock Office**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑	GRADE/STEP:	AB64A
WORK HOURS:	8am-5pm	PART TIME:	☐ NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐ DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Provide professional review, analysis, evaluation and recommendations related to the Navajo Nation cultural and natural resources; provide professional and technical expertise related to the scientific study of prior civilizations and physical remains; promote awareness and appreciation of conservation and preservation of archaeological and historic resources and provide consultation as required. Review, interpret and provide recommendations on the impact of proposed projects on cultural resources and reviews mitigation measures; provide archaeological input to environmental assessments or impact statements as directed; conducts archaeological surveys and excavations; prepare final reports and recommends archaeological clearances; attend archaeological conferences, seminars and workshops to maintain professional knowledge. Conducts cultural resource compliance reviews; reviews nominations of historic resources for the National Register of Historic Places; conducts site visits to ensure archaeological deposits are undisturbed by construction activities; monitors and communicates pertinent archaeological legislations, researches information and prepares required reports, recommendations, and various documents related to projects.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Anthropology or Archaeology; and one (1) year of experience in archaeological survey and excavation activities.

Preferred Qualifications:

- Two (2) years of progressive archaeological survey and excavation experience.
- Archaeological field work experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of archaeological principles, theories, concepts, methodology and techniques. Knowledge of archaeological survey and excavation techniques and research methods. Knowledge of historic preservation regulations, guidelines, policies, procedures and standards. Knowledge of Navajo traditional cultures and beliefs and regional/Southwest prehistory. Skills in identifying, evaluating, and mitigating effects of impacts on archaeological and historic resources. Skills in applying Navajo traditional cultures and beliefs to tribal planning, management, and preservation activities. Skill in analyzing archaeological artifacts. Depending upon the needs of the Navajo Nation, incumbents should be fluent in the Navajo language. There is considerable need to stand, stoop, walk during the course of of the workday and applicant is required to work during inclement weather conditions.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.