

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1117819
POSITION NO: 241349
CLASS CODE: 3612

Date Posted: 5/20/2013
Closing Date: OUF

POSITION TITLE: Principal Archaeologist (Contract Specialist)
DEPARTMENT NAME: Navajo Division of Transportation / Roads Cultural Resource Management
DEPARTMENT NO: 111 WORKSITE LOCATION: Flagstaff, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R670A
Days: Moday-Friday Permanent: X SALARY:
Hours: 8 am - 5 pm Temporary: _____ Duration: _____ \$ 49,067.20 Per Annum
Part-Time: _____ No. of Hrs/Wk: 40 \$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Develop and administer third-party task order contracts for cultural resource investigations for federally funded road improvement projects throughout the Navajo Nation. Field visits to project areas with BIA engineers to discuss design parameters, in preparation for contract development; to evaluate previous work completed; to conduct inspections of consultants' work. Research archival information to prepare task order contracts. Simultaneous administration of multiple, complex task order contracts with various consultants. Development of independent government estimates for comparative budgetary purposes. Correspondence and negotiation with potential consultants for establishment of task order contracts. Selection of consultants; negotiation on technical regulatory, and budgetary matters. Consultation and negotiation with tribal authorities of establishment of and modification of contracts. Consultation and negotiation with federal, state, municipal, tribal, and private land managing agencies/individuals for establishment and modification of contracts. Initiate, direct, and maintain consultation and correspondence with neighboring tribes and other interested parties regarding the results of the investigations. Coordinate consultation among concerned tribal, state, and federal agencies, and interested parties on project design, effects on cultural resources, and mitigation of adverse effect of undertakings on cultural resources. Liaison between the BIA-Division of Transportation, Contracts, and various Navajo Nation programs and offices to ensure smooth management of contracts. Field inspections of consultant work. Providing technical advice to both the BIA and consultants. Scheduling and brokering meetings with the BIA and consultants to initiate and/or review consultants' work. Fiscal and administrative management for establishment, maintenance, modification, or review of task order contract budget accounts and contract files. Oral and written presentation of project status through fiscal and technical progress reports to both tribal and federal officials. Critical review of consultants' work for compliance with contract requirements and methods/techniques employed by archaeological and anthropological disciplines. Regulatory review pursuant to the National Historic Preservation Act, the Archeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, the American Indian Religious Freedom Act, and corresponding tribal statutes, procedures, and guidelines in accordance with the Navajo Nation Cultural Resources Protection Act. Correspondence with tribal, federal, state, municipal, and private agencies/individuals and interested parties regarding compliance issues, and preparation of regulatory compliance documentation. Stay current with archaeological and anthropological methods and theories by reading relevant technical and academic literature. Stay abreast of current developments and changes in federal legislation and regulations through discussion with knowledgeable individuals, critical evaluation of legislation and regulations, and reading critical reviews. Attend professional conferences and training courses to keep current with issues relevant to assigned tasks; prepare and give presentations about activities to professional and lay audiences.

Education and Training:

Master's Degree in Anthropology; and

Experience:

three (3) years of experience in archaeological administration, contract management, scientific investigations, archaeological field and research work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge, understanding, and appreciation of regional and Southwest prehistory and history, particularly that of the Navajo and other tribes in the region. Knowledge and understanding of Navajo traditional culture and beliefs and of Navajo traditional concepts of archaeological resources and their application to tribal planning, management, protection, preservation, and conservation of resources, or ability and interest in gaining such an understanding. Knowledge of archaeological and anthropological research theories, methods, techniques and procedures, especially those applicable to the Four Corners region of the United States. Training and experience in the application of cultural resource legislation, including NHPA, ARPA, AIRFA, NAGPRA, and NEPA. Experience in archaeological assessment, testing, and excavation techniques and/or ethnographic research and related activities. Knowledge of professional service contracting and subcontracting laws and principles pursuant to the FAR (Federal Acquisition Regulations), OMB Circular A-102, and A-87. Ability to develop and oversee professional services contracts. Training or experience in cost and price analysis.

License/Certification Requirements:

Must possess a Valid State Driver's License and ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

VETERANS' PREFERENCE APPLIES

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

Revised: 1.15.99