THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOT1039200**	DATE POSTED:	**09/08/14**
POSITION NO:	**243175**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Archaeologist**		
DEPARTMENT NAME / WORKSITE:	**NDOT/Department of Project Management/TseBonito, NM**		

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:

Project Compliance: Provide direct archaeological service by field visits on FHWA funded road blading schedules and road projects. Scheduling field review(s) at project site(s) for potential cultural resources relating to archaeological site(s), traditional cultural properties and sacred site(s) by scheduling interview(s) with person(s) of interest. Investigation and reburials of reported prehistoric human remains within the roadway corridor in the accordance to the Navajo Nation Jishch'aa Policy and the Navajo Nation Historic Preservation laws. Project Management: Archival file research of previous archaeology records at the Navajo Nation Historic Preservation Office for and from recent field visits and/or human remains investigation(s). Formal report writing of the Archaeological Inventory Resources Site Form and an archaeological site form of all field recordation from recent field visits; producing a USGS 7.5 Quadrangle (1:24,000) map of data collected with the use of global positions system unit. Interview form when interview(s) were conducted are provided. If human remain, historic or prehistoric, have been investigated, a report is produced and submitted to the appropriate departments, Law Enforcement or Navajo Historic Preservation Office.

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:

The road system on the entire Navajo Nation runs over 16, 000 miles. The new archaeologist position warrants to meet a portion of the department's goals and objectives by providing archaeology services to chapter communities, counties/state and federal agencies. There are also countless number of cultural resources that have not been recorded near and on the road system. The position will be assigned to one of the five agencies, as needed, and will report to the department daily. Also, the department will continue to increase a number of archaeology positions possible every fiscal year to meet the department goals by reducing the number of shortage of staff.

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