

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10322211 DATE POSTED: 11/18/21
POSITION NO: 933113 CLOSING DATE: 12/03/2021 by 5 PM
POSITION TITLE: SENIOR ARCHAEOLOGIST (CONTRACT REPRESENTATIVE)
DEPARTMENT NAME / WORKSITE: Department of Project Management / Tse Bonito, New Mexico (Navajo DOT)
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ66A
WORK HOURS: 8AM - 5PM PART TIME: NO. OF HRS./WK.: _____ \$ 53,431.92 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 25.59 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Project Management - Archival file research of previous archaeology records at the Navajo Nation Heritage & Historic Preservation office for and from recent field visits and/or human remain investigation(s). Developing and maintaining a geospatial database with required attribute/fields. Formal report writing of the Archaeological Inventory Resources Site (AIRS) and Narrative 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 a global positions system unit (GPS) and demonstrate skills with ArcGIS. If historic or prehistoric human remains, historic or prehistoric, have been investigated, a report is produced and submitted to the appropriate departments, Law Enforcement or Navajo Nation Heritage & Historic Preservation Office. Design and supervise complex archaeological fieldwork, and/or or technical analysis and report preparation. Adapt quickly to changes in project needs based on Resources & Development Committee, chapter, and Division requests. Constant collaboration with a variety of colleagues, clients, agencies, and tribal representatives, construction contractors, and other project stakeholders.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor degree in Archaeology and/or Anthropology or other related fields; and three (3) years of experience in archeological administration, contract, ethnographic surveys, scientific archaeological investigations, and research work.

Special Requirements:

- 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:

Reburial of human remains, archaeology field school and osteology, understanding of Federal, Tribal and/or State cultural resource policies/regulations. Knowledge with Section 106 and Advanced Section 106. Knowledge with ARPA regulations. Submission of AIRS report and narrative report for review.

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