

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0867123

Date Posted: 10/22/12

POSITION NO: 212323

Closing Date: 11/02/12

CLASS CODE: 3610

POSITION TITLE: Archaeologist (Program Manager)

DEPARTMENT NAME: Navajo Nation Archaeology Department - Flagstaff Branch Office

DEPARTMENT NO: 86 WORKSITE LOCATION: Flagstaff, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R69A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: _____ \$ 58,281.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 28.02 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of considerable difficulty in providing administrative and managerial direction of a department program engaged in the scientific research and study of past human activities; plans and executes departmental program goals and objectives; and serves as technical expert and authority on matters of archaeological issues. Executes department policies to meet and improve program effectiveness; maintains compliance with federal statutory laws and regulations governing past human activities; assures program mission is in compliance with departmental goals and objectives; develops policies to supplement and carry forth regulations governing program activity; provides authoritative advice and technical expertise on matters of major archaeological concerns. Strengthens program activities through program evaluations and implements internal control mechanism through developmental of procedures and guidelines in maintaining program accountability; develops and administers program budget; provides accounting and expenditure control for program budget; represent program on behalf of the department; interacts with outside organizations and the general public.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Anthropology; and five (5) years of experience in archaeological administration, management, and/or research work; **or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.**

Experience:

Five (5) years of experience in archaeological management, management, and/or research work.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of archaeological principles, theories, concepts, methodologies and techniques. Knowledge of traditional practices and beliefs of the Navajo Nation, and the regions southwest prehistory. Knowledge of modern principles and practices of public administration. Knowledge of program operations strategic planning, and management practices. Knowledge of the Nation's budget and reporting systems, program analysis and performance measures. Skill in interpreting federal laws and regulations as they pertain to the archaeology profession. Skill in management archaeological contracts and respective overall program operation. Skill in developing program plans, goals and objectives. Skill in reviewing and evaluating archaeological findings and/or reports to sufficiently provide expert guidance and recommendation on subject matters.

License/Certification Requirements:

Must possess a Valid State Driver's License and obtain a NN 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