

THE NAVAJO NATION

REQUISITION NO: DNR0832627
POSITION NO: 938759
CLASS CODE: 3614
POSITION TITLE: _____

Date Posted: 11/22/2010
Closing Date: 12/7/2010

Principal Archaeologist

DEPARTMENT NAME: Historic Preservation/Roads Planning Program
DEPARTMENT NO: 083 WORKSITE LOCATION: Flagstaff, Arizona
WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: N670A
Days: Monday-Friday Permanent: X SALARY: _____
Hours: 8 am - 5 pm Temporary: _____ Duration: _____ \$ 47,361.60 Per Annum
Part-Time: _____ No. of Hrs/Wk: 40 \$ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

As assigned by supervisor, conducts cultural resources assessments for road construction and maintenance projects using archaeological and ethnographic methods. Evaluates significance of discovered resources pursuant to federal and tribal legislation, and recommends treatment to avoid or mitigate effect to resources. Prepares maps and reports documenting results of assessments, relevant compliance documents, and necessary correspondence to convey documents to consulting and interested parties. Attends meetings to present results of activities.

Conducts site and project visits during construction/maintenance activities. Monitors these activities to ensure compliance with compliance recommendations. May monitor work contracted to third-party consultants. Serves as liaison between local community, other interested publics, and the funding source. Works with BIA engineers to resolve problems, and serves as point person to resolve problems on assigned projects.

Coordinates and consults with outside government agencies; maintains effective liaisons with counterparts in the resource or transportation area; responds to inquiries from the general public and makes presentations; develops and conducts public awareness presentations for cultural resources preservation.

Serves as a technical advisor on cultural resources; advises on legal implications of cultural resource matters of past human activities. Advises and recommends on Program planning. Researches and develops a Program manual for cultural resources field work requirements.

Attends archaeological or other conferences, seminars, and workshops to maintain current professional knowledge; researches information and prepares reports and various other documents; provides training on archaeological activities; provides instruction and guidance to assigned personnel. Ensure that assigned work is completed correctly and within established time frames.

QUALIFICATION REQUIREMENTS:

Education and Training:

Masters degree in Anthropology; **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

and three (3) 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.

Special Knowledge, Skills and Abilities:

Considerable knowledge, understanding, and appreciation of regional and southwest prehistory and history, particularly 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 and familiarity of Navajo Nation regulations and protocols for cultural resources assessment.

Considerable knowledge of archaeological and anthropological research theories, methods, techniques, and procedures, especially those applicable to the 4-corners region of the United States.

Comprehensive knowledge, understanding, and familiarity with historic and cultural preservation legislation and regulations. training and experience in the application of cultural resource legislation, including NHPA, ARPA, AIRFA, NAGRRA, and NEPA.

Ability to plan, organize, coordinate, and supervise multiple cultural resources assessment assignments simultaneously. Ability to adhere to deadlines is required.

Working knowledge of MS Word and Excel, WordPerfect and Quattro Pro, ARCGIS and other mapping programs.

License/Certification Requirements:

Must possess, or be currently eligible to possess without legal constraints, a Class D State Motor Vehicle Operator's License.

VETERANS PREFERENCE APPLIES

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