

ARCHAEOLOGIST (PROGRAM MANAGER)

DEFINITION: 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 department program goals and objectives; serves as the resident technical expert and authority on matters of archaeological issues; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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 development of procedures and guidelines in maintaining program accountability; develops and administers annual program budget; provides accounting and expenditure control for program budget; represents program on behalf of the department; interacts with outside organizations and the general public.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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, financial controls, program analysis and performance measures.

Skill in executing short and long-term department and division goals and objectives.

Skill in interpreting federal laws and regulations as they pertain to the archaeology profession.

Skill in managing 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Although, the majority of work is in an office environment; there is occasional need to stand, stoop, walk, and perform other similar actions when engaged in archaeological excavations.

MINIMUM QUALIFICATIONS:

- A Master's degree in Anthropology or Archaeology; and five (5) years of experience in archaeological administration, management, and/or research work.

PREFERRED QUALIFICATIONS:

- Eight (8) years of experience in administering and managing archaeological contracts or projects.
- National Historic Preservation Act (NHPA), American Indian Religious Freedom Act, Native American Grave Protection and Repatriation Act training or certification.

THE NAVAJO NATION

Class Code: 3610
Professional and Technical Series
Archaeology Group
Overtime Code: Exempt
Pay Grade: 69

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SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.