

### **PRINCIPAL ARCHAEOLOGIST**

**DEFINITION:** Under general direction, performs professional archaeological studies of considerable difficulty; provides professional expertise in the management and protection of nonrenewable cultural resources of the Navajo Nation and of previous human activities; serves as crew chief on major archaeological projects; engages in research, laboratory studies, field investigations, monitoring of contract work; interpretation and publication of archaeological reports; 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:**

Serves as technical advisor and expert on cultural resources; advises on legal implications of cultural resource matters of past human activities; explains procedures and provides technical guidance; conducts cultural resource inventories for proposed land improvements, mining operations, land use authorizations and clearances; maps, records and evaluates archaeological sites; ensures protection and adequate management of cultural resources located; advises and recommends on departmental planning and legislative actions through effective research methods and field investigations; researches, writes, and implements cultural resource management plans.

Plans, schedules and serves as crew chief on major archaeological projects and ethnographic surveys; evaluates, coordinates and consults with outside government agencies where jurisdictional discrepancies are encountered or where prescribed contract stipulations deviate from established norms; maintains effective liaison with counterparts in the resource area; responds to inquiries from the general public and makes presentations; develops and conducts public awareness of cultural resources; monitors contract agreements; reviews and evaluates cultural resource contracts for technical adequacy and professional quality of reports submitted by private consultants.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of archaeological principles, theories, concepts, methodology and techniques.

Knowledge of archaeological survey and excavation techniques, research methods, procedures and techniques.

Knowledge of historic preservation regulations, guidelines, policies, procedures and standards.

Knowledge of Navajo traditional cultures and beliefs and regional/Southwest prehistory.

Skill in planning, organizing, coordinating and supervising complex archaeological projects and program activities.

Skill in identifying, evaluating and mitigating effects of impacts on archaeological and historic resources.

Skill in applying traditional Navajo culture and beliefs to tribal planning, management and preservation activities.

Skill in reviewing/analyzing proposals and making appropriate recommendations.

Skill in supervising, training, evaluating and coordinating the activities of subordinate staff.

Skill in conducting interviews.

Ability to assess, evaluate and make professional recommendations of significant sites and traditional cultural properties.

Ability to coordinate large scale projects.

Ability to conduct public presentations and work with diverse groups.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** There is occasional need to stand, stoop, walk, and perform other similar actions during the course of the workday.

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**MINIMUM QUALIFICATIONS:**

- A Master's degree in Anthropology or Archaeology; and three (3) years of experience in archaeological administration, management and/or research work.

**PREFERRED QUALIFICATIONS:**

- Four (4) years of experience in administering and managing archaeological contracts or projects.
- Two (2) years of experience as a crew chief or project manager.
- National Historic Preservation Act (NHPA), American Indian Religious Freedom Act, Native American Grave Protection and Repatriation Act training or certification.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

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