

SENIOR ARCHAEOLOGIST

DEFINITION: Under general supervision, performs professional archaeological work activities of moderate difficulty; performs scientific research and study of past human activities and physical remains of human life; coordinates project/program activities; 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:

Provides professional review, analyses, evaluation and recommendations related to Navajo Nation cultural and natural resources; provides professional and technical expertise related to the scientific study of prior civilizations and physical remains; promotes the awareness and appreciation of conservation and preservation of archaeological and historic resources and provides consultation to tribal officials as required; reviews, interprets and provides recommendations on the impact of proposed projects on cultural resources and reviews mitigation measures.

Provides archaeological input to environmental assessments or impact statements as directed; determines the need for cultural resource surveys, defines scope and conducts surveys; coordinates and conducts field archaeological surveys, investigations and excavations; coordinates the activities of assigned personnel and instructs colleagues in the techniques and procedures of inventories and excavations.

Consolidates and interprets final reports and recommends cultural resource clearances; conducts cultural resource compliance reviews; reviews nomination of historic resources for the National Register of Historic Places; conducts site visits to ensure archaeological deposits are undisturbed by construction/development activities; monitors and communicates pertinent archaeological legislation, trends and developments.

Attends archaeological conferences, seminars and workshops to maintain current professional knowledge; researches information and prepares routine/periodic/special reports, recommendations, memoranda, contracts, letters and various other documents; provides classroom and field training on various archaeological activities; provides instruction and guidance to assigned personnel.

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.

Knowledge of supervisory methods and techniques.

Skill in planning, organizing, and coordinating archaeological survey and excavations.

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

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

Skill in analyzing archaeological artifacts.

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.

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

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Archaeology or Anthropology; and three (3) years of experience in archaeological survey and excavation activities.

PREFERRED QUALIFICATIONS:

- A Master's degree in Archaeology or Anthropology.
- Three (3) year experience in archaeological inventory and excavation methods.
- Geographic Information Systems (GIS) Training.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplement Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

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.