



Cow Creek Government Office

Position Title: Archeologist

Department: Programs

Reports To: Cultural Programs Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 11/2015

Pay Grade: 12

POSITION PURPOSE:

Under the direct supervision of the Cultural Resources Programs Manager, the Archaeologist is responsible for the identification of archaeological sites and other cultural resources on tribal lands. The Archaeologist conducts research, cultural resource surveys, and other appropriate duties to assist the Tribe in the management of its culturally significant places and resources.

ESSENTIAL FUNCTIONS:

- Archaeological identification and documentation of cultural resources on tribal lands
- Assist in consultations with federal, state and local agencies regarding proposed projects
- Review and respond to project notifications for potential effects to cultural resources
- Make recommendations on the treatment and management of cultural resources
- Examine and comment on other agency cultural resource reports
- Coordinate tribal cultural resource monitoring staff
- Maintain the cultural resource database
- Facilitate repatriation of ancestral remains and associated funerary items in accordance with all applicable laws and regulations
- Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

QUALIFICATIONS:

- Master's Degree in archaeology, anthropology or a related field with a specialization in archaeology, or a documented equivalency of such degree
- Twelve weeks of supervised experience in basic archaeological field research, including both survey and excavation and four weeks of laboratory analysis or curating
- Has designed and executed an archaeological study, as evidenced by a Master of Arts or Master of Science thesis, or report equivalent in scope and quality, dealing with archaeological field research

- A minimum of 2 years of field experience and investigative research and analysis experience
- Ability to produce complex, clearly-written, well-documented studies of publishable quality to support planning, preservation, management, and public interpretation of cultural resources.
- Skill in using computer applications for cultural resources management data analysis, manipulation, and presentation
- Exhibit proficiency with geographic information systems (GIS) and global positioning systems (GPS)
- Must possess knowledge of laws, regulations, policies, and guidelines regarding the preservation and protection of cultural resources.
- Requires the ability to promote positive public relationships.
- Must have excellent oral and written communication skills.
- Knowledge and ability to develop training programs to support cultural resource management.
- Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.
- Must provide evidence of certification from the Oregon State Historic Preservation Office as a Qualified Archaeologist able to obtain a state issued archaeological excavation permits.

REQUIRED SUPPORTING DOCUMENTATION

- Current Resume and/or Curriculum vitae
- Unofficial college transcripts
- Qualified Archaeologist Certification from the Oregon State Historic Preservation Office (SHPO) documenting ability to obtain a state issued archaeological excavation permit. The Oregon SHPO requirements and checklist can be found online at: <http://www.oregon.gov/oprd/HCD/ARCH/docs/Qualified%20Archaeologist%20Requirements%20and%20Checklist%20fillable08252015.pdf>

MINIMUM PHYSICAL REQUIREMENTS

Must be physically fit; be able to work and navigate outdoors under sometimes strenuous situations, and must be able to work in inclement weather.

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

1. SITTING – (Percent of time or hours per day? Surface? Foot Controls?)
Frequent

2. STANDING – (Percent of time or hours per day? Type of Surface? Duration at one time?)
Frequent.

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3. **WALKING** – (Percent of time or hours per day? Surface? Distance?)
Frequent
-
4. **POSITIONS** – (Can worker change positions frequently? Occasionally?)
Frequent.
-
5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?)
Occasional.
-
6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?)
Intermittent.
-
7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?)
Intermittent.
-
8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?)
Frequent.
-
9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?)
Frequent.
-
10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?)
Intermittent.
-
11. **CRAWLING** – (Surface? Frequency? Distance?)
Intermittent.
-

ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

<input type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input checked="" type="checkbox"/>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE **DATE**

SUPERVISOR **DATE**

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.