

**The Confederated Tribes of the
Grand Ronde Community of Oregon**

Job Title: Archaeologist
Reports to: Cultural Protection Coordinator/THPO
Average hours per week: 40+

Dept: Land and Culture
Grade: 11
FLSA status: Exempt
\$44,373.64 - \$54,446.18/Yearly

Job Summary

Responsible for identification of archaeological and other cultural resources within the reservation boundaries and when necessary off reservation. Conducts surveys, limited excavations, background research, and other appropriate duties to comply with Tribal, State, and Federal Laws in regards to Cultural Resources.

Essential Functions

Works with outside agencies and individuals to protect culturally significant sites and resources in accordance with applicable laws and cultural protocols

1. Coordinates consultation with various federal & state agencies in the evaluation, identification, preservation, stabilization, restoration, & maintenance of sacred & traditional cultural properties.
2. Reviews, researches, & comments on all federal & state permit violations including ARPA, ACOE, and SHPO permits, regarding tribal cultural resources and protection methods.
3. Reviews archaeological reports completed by federal agencies and private contractors as part of the significance of cultural sites found.
4. Identifies and assesses cultural resource values and makes recommendations for preservation.
5. Negotiates mitigations specific to ground disturbing situations.
6. Follows NAGPRA and ARPA guidelines in situations of inadvertent discovery.

Develop and update policies and procedures for the identification and protection of culturally significant sites and resources for the Cultural Resources Program and Tribe

1. Responsible for identifying, documenting, and protecting significant historic and prehistoric cultural properties of interest to the tribe.
2. Develops guidelines for, and maintains, the Tribal Historic Register.
3. Provides preservation specific planning assistance to Tribal departments, federal and state officials, local government, and resource management specialists.
4. Monitors activities conducted by other Tribal Programs to ensure that applicable Federal and State laws, regulations, and acts are followed in the protection of the Tribe's cultural resources.
5. Collaborates with archaeologists specific to site evaluation and assessment on tribally owned land.
6. Responsible for planning, implementing and directing a Tribal Preservation program under the guidelines of Tribal policies and procedures and the National Historic Preservation Act within the ceded land area and reservation of the C.T.G.R.

Additional Functions

1. Assists in the repatriation of human remains and associated funerary objects specific to ground disturbing activities as provided under the Native American Graves Protection and Repatriation Act.
2. Assists Cultural Resource Staff in making arrangements for the return of cultural objects and their appropriate care and handling.
3. Assists with cultural preservation education.
4. Supervises daily activities of cultural resource specialists, archaeologists and other contractors.
5. Develops and writes, as well as participates in, Federal and State grants.
6. Prepares and submits archaeological reports within time designations.
7. Researches funding and other resources for program activities.
8. Performs other duties as assigned by supervisor.

Qualifications

1. Requires a Masters degree in archaeology, anthropology, or other germane discipline with a specialization in archaeology, or a documented equivalency of such a degree.
2. Requires twelve weeks of supervised experience in basic archaeological field research, including both survey and excavation and four weeks of laboratory analysis or as a curator.
3. Requires prior experience in designing and executing archaeological studies, as evidenced by a Master of Arts or Master of Science thesis, or report equivalent in scope and quality, dealing with archaeological field research.
4. Three (3) years of directly related experience of working with a Tribal Government is preferred.
5. Requires excellent oral and written communication skills.
6. Requires the ability to promote positive public relationships.
7. Requires the ability to perform duties without direct supervision.
8. Must possess good working knowledge and apply various state and federal regulations, which govern cultural and historic properties.
9. Requires the ability to perform multiple tasks within appropriate time constraints.
10. Requires the ability to use computer software and equipment such as MS Word, ARCMAP
11. Requires knowledge of CTGR Tribal culture.
12. Native American employee preferred.

Physical Requirements

1. Frequently requires climbing up and down steep slopes through heavy timber, brush, and logging slash, using feet and legs and/or hands and arms.
2. Occasionally requires balancing on wet, slippery, loose, and/or narrow surfaces such as wet logs.
3. Occasionally requires stooping and crouching to move through and over areas of heavy brush, fallen timber, and other obstacles.
4. Frequently requires reaching by extending the hand(s) and arm(s) in any direction.

5. Frequently requires standing for sustained periods of time, on flat or steep slopes.
6. Occasionally requires walking for long distances over rugged terrain.
7. Occasionally requires lifting of objects from a lower to a higher position or moving objects horizontally.
8. Frequently requires typing or otherwise working with fingers rather than with the whole hand or arm
9. Frequently requires grasping or grabbing of objects with the fingers and palm.
10. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
11. Constantly requires the ability to receive detailed information through oral communication.
12. Constantly requires repetitive motions of the wrists, hands, and/or fingers.
13. Requires clear vision at long distances (over 100 feet), the ability to identify slight differences in objects, including color and shape, under low light conditions, reading computer terminals and printed material for extended periods, using measurement devices, and preparing and analyzing data and figures.
14. Frequently involves light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
15. Occasionally involves Medium work: Exerting up to 50 pounds of force occasionally, and/ or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Environmental Conditions

The worker is frequently subject to both inside and outside environmental conditions. The worker is frequently subject to extreme cold: temperatures below 32 degrees for periods of more than one hour. The worker is occasionally subject to extreme heat: temperatures above 100 degrees for periods of more than one hour.

Attendance

Required to comply with company attendance standards to fulfill essential functions.

Safety

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive,

certain health vaccinations.

Drivers License & Insurance Requirement

Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

Background Check

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting.

Travel Requirements

Local travel is frequently required and out-of-state travel occasionally required.

Disclaimer

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.