

**Squaxin Island Tribe
Job Description**

Job Title: Cultural Resources Specialist 2
Department: CRD
Reports To: Director of CRD
FLSA Status: Non Exempt
TS Range: 11/12 DOQ
Opening Date: March 7, 2014
Closing Date: **March 21, 2014**

SUMMARY: Acts as the Principal Investigator, under the supervision of the Director of the Cultural Resources Department (CRD), to provide professional and technical assessments within the field of archaeology, either alone or with other CR staff, to the Squaxin Island Tribe, as well as to public and private proponents, concerning compliance with the National Historic Preservation Act of 1966, the National and State Environmental Policy Acts, and other State and Federal laws protecting cultural resources and archaeological properties on the Reservation, on traditional lands of the Squaxin Island Tribe, or in common use areas. Provide technical assistance in the identification of cultural resources, cultural resources sites, and areas of significance to the Squaxin Island Tribe, either alone or with a field crew. Perform or work with CR staff in the performance of cultural resources inventory surveys and subsurface investigations, when needed; anywhere CRD cultural resources projects are to be carried out. Keep detailed records assuring completeness and accuracy of activities carried out in the field. Including filling out forms, keeping project or site notes, and supervising a crew in filling out required records as needed. Ensure that fieldwork is carried out in an efficient, professional manner. Track artifacts that have to undergo laboratory analyses. Keep field equipment clean and in working order. Work actively with government officials, tribal members, cultural resource professionals, and property owners to mitigate project impacts to cultural resources and archaeological resources significant to the Tribe, State, and Nation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Under the direction of the Director, act as the Principal Investigator to implement cultural resources projects, alone or with CR staff. Primarily, this consists of archaeological site inventories, filling out forms and field reports and records;
- Work with CR staff to conduct research and identify inventories of areas important to the Squaxin Island Tribe. Inventories shall consist of: file and literature searches and their interpretation, oral history interviews, field reconnaissance of cultural resource sites, updates of previously recorded cultural resource sites, and the recording of new sites and isolates. Formulate research design and conduct or work with CR staff to do field testing which may include subsurface testing, as warranted;
- Coordinate field crews during cultural resources surveys or subsurface testing to carry out their work in a professional manner; that is surveying or excavation of proscribed manner and filling out forms and keeping records. Ensure that field crews act in a manner that is credit to the Squaxin Island Tribe at all times;
- Prepare and work with CR staff in the preparation of reports. Ensure that forms and records are complete and clearly written so the report writer can easily read and interpret them;
- Evaluate proposals for construction activities that could include the discovery, disturbance, excavation or removal of cultural or archaeological resources; make recommendations to the CRD Director and project proponents regarding these proposals;
- Evaluate environmental documents and survey reports prepared by others pursuant to State and Federal statutes to ensure that they meet Federal historic preservation program standards and the needs of the Tribe;
- Monitor and/or work with CR staff in the monitoring of construction contract activities relating to cultural and archaeological resources;
- Support and assist the THPO in duties and functions as needed;
- Assist the Director in the development of CRD policies, guidelines, MOUs, MOAs, and Office Manual;
- Interact pro-actively with government officials, tribal members, cultural resource professionals, and project proponents so that project planning occurs efficiently and effectively, cultural resources are protected, and project impacts to archaeological resources are mitigated;
- Oversee the storage of and maintenance of all field equipment such as: screens, shovels, trowels, tapes, survey pins. Ensure that the equipment is cleaned after field work, repaired or replaced if broken, and stored such that it is accessible to CRD staff and others;
- Provide information and training to inform and educate Tribal officials and others in the theory, practice, and legal foundation of cultural resource management.

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QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must meet the Secretary of Interior standards for a Professional Archaeologist.
- Knowledge of the broad field of cultural resource management as it is reflected in Federal and State laws, regulations, and policies; the science and practice of archaeology generally and the Pacific Northwest particularly.
- Ability to apply established program standards in all areas of the Tribe's Cultural Resources Management Program involving archaeology; communicate effectively orally and in writing the Tribe's position regarding archaeological matters; and maintain creditable working relationships with program clients.
- Ability to work nights, weekends, holidays, during an emergency inadvertent discovery.

EDUCATION and/or EXPERIENCE: Master's Degree in Archaeology and a minimum of 3 years of related work experience including a strong background in Section 106 and the implementation and experience of consultation with Indian Tribes or federal agencies.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to work in a native community and be open to cultural interpretations and traditions. Ability to consult with federal, state, and private agencies concerning CR management. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with non-verbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid Washington State Drivers License.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate.

DRUG FREE WORKPLACE: The successful candidate will be required to have a urinalysis for drug and alcohol screening in accordance with the Tribe's Drug Free Workplace Policy.

INDIAN PREFERENCE: Indian Preference will be exercised in the hiring of this position in accordance with the Tribe's Personnel Policies.

CONTACT: Human Resources Department (360) 426-9781.