



# ARCHAEOLOGIST

## COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES

### **POSITION DESCRIPTION**

**Job Title:** Archaeologist

**Schedule:** Monday through Friday, 8 a.m. to 5 p.m., with possible variability

**Location:** Longview, WA and Ridgefield, WA

**Opening Date:** January 31, 2018

**Salary Range:** \$22.00 to \$25.00 per hour plus benefits

**Closing Date:** Open until filled

**Position Summary:** Under the direction of the Cultural Resources Director and the Cultural Resources Program Manager, the Archaeologist's primary responsibilities include responding to requests for and coordination of Tribal consultation under certain historic preservation laws. The Archaeologist will perform staff-level planning and coordination of cooperative field archaeology and cultural monitoring activities with federal, state and local governments, and assist the Cultural Resources Department (CRD) with all other needed tasks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):**

Review regional proposals including scoping requests, environmental assessments, archaeological reports, ethnographic information, and maps to assess potential impacts to cultural resources.

Review projects for compliance with the National Historic Preservation Act, and its implementing regulations, as well as other federal cultural resource laws and regulations such as ARPA, NAGPRA, AIRFA, and Washington State laws, including the Governor's Executive Order 05-05 and others regarding historic preservation, archaeology, and human remains and cemeteries.

Perform documentary/field research and write responsive reports assessing impacts of proposed land use or development projects to cultural resources. Review associated background data and mitigation requirements for project review and compliance.

Functions as a Cowlitz Tribal archaeologist and cooperative partner during planning, survey, excavation and recording of subsurface features and artifacts, serves as cultural resources monitor during projects conducted by others.

Participates in the assessment and determination of sites for inclusion in the National Register of Historic Places (NRHP).

Conduct Cowlitz Tribe-directed archaeological field surveys; author associated technical reports with standard forms, photos, and maps created using ArcGIS.

Use standard field equipment: GPS units, digital camera, compass, clinometer, and rangefinder for field data collection.

Prepare artifacts for curation.

Assist with cultural research as needed.

Attend meetings on behalf of the CRD.

Maintain all records according to CRD standards.

Must work as a team player and assist the CRD in all other duties needed.

Comply with all applicable Cowlitz Tribal Codes and Regulations.

**QUALIFICATIONS:**

Must meet the Secretary of the Interior's Professional Qualification Standards and Guidelines for Archaeology and Historic Preservation in 36 CFR Part 61. Must be a Registered Professional Archaeologist.

Graduate degree in anthropology, archaeology, historic preservation or a closely-related field.

Minimum of 2.5 years of full-time practical experience as a field archaeologist; longer experience, including supervision of employees and a leadership role in a team environment, is highly desirable.

Understanding of archaeological field, laboratory, reporting, research methods and curatorial practices.

Demonstrated knowledge of Federal laws, state laws and regulations that govern historic preservation and environmental requirements.

Demonstrated experience in carrying out tribal consultation and compliance activities under historic preservation regulations—including interpretation, analysis, and enforcement.

Experience working for/with Tribal governments, indigenous communities and issues of sovereignty.

Excellent technical writing and verbal skills.

Excellent time management skills and work ethic, a “self-starter”.

Proficient with ArcGIS, Microsoft Office 365 suite (Word, Excel, PowerPoint, Access), and Adobe.

Ability to conduct fieldwork in extreme weather, in steep terrain, carrying heavy packs and equipment.

Ability to lift 45 pounds.

Ability to work both independently with little direction and in a group with direction.

Ability to interact and communicate effectively.

Experience working with field equipment: GPS units, digital camera, compass, clinometer, and rangefinder.

Represents the Cowlitz Tribe in a positive, courteous and professional manner.

**DESIRED KNOWLEDGE:**

Familiarity with Cowlitz Tribal history and Cowlitz ethnographic landscape, Understanding of Tribal governments

**Additional Criteria and Information:**

Must submit and pass drug screening and criminal background check.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume, references and cover letter to:

**Nancy Osborne, HR**  
**PO Box 2547**  
**Longview, WA 98632**