



ARCHAEOLOGIST II

Hopi Cultural Preservation Office
Department of Natural Resources

Reports To: Program Manager
Salary/Hourly Range: 57
FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Developed: 02/27/2019

INTRODUCTION

This position consists of directing and managing professional archeological research and survey activities for the Hopi Tribe in support of the Hopi Cultural Preservation Office (HCPO), under the direction and supervision of the Program Manager.

The supervisor sets the overall objectives and resources available. The employee and supervisor in consultation, develop the deadlines, projects, and work to be done. The employee having developed expertise in the field of archaeology is responsible for planning and carrying out the assignments; resolving most of the conflicts which may arise; coordinating the work with others. The employee keeps the supervisor informed of progress, potentially controversial matters or far reaching implications. Completed work is reviewed from an overall standpoint of requirements, feasibility, compatibility with other work and effectiveness in meeting requirements. The employee needs to ability to work independently towards objectives with limited direct supervisory oversight; work location may not be in the same location as the supervisor.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Oversees Hopi participation in the technical aspects of the Grand Canyon Adaptive Management Program, including tribal monitoring activities, preparation of reports for granting agencies, and representing the Hopi Tribe at various meetings.
2. Directs and/or manages pedestrian archaeological surveys and investigations, consolidates and interprets findings, develops recommendations based on a thorough knowledge of federal historic preservation legislation, and prepares required technical reports for tribal and Section 106 consultation and other legal requirements. The work will be carried out individually or with assistance of other HCPO staff.
3. Works closely with Hopi village/community leaders, elders, etc. to identify potential areas of conflict between Hopi traditional cultural values and the proposed project.
4. Identifies archaeological and historic sites which are appropriate for inclusion to the National Register of Historic Places; performs eligibility assessment of these sites and follow-up with preparing necessary justification documents for submittal to the appropriate federal, state, or tribal agencies.
5. Manages projects as assigned and prepare all necessary reports to the agencies. This may include grant writing.
6. Provides training to HCPO staff and interns on techniques for archaeological survey, mapping, recording, artifact identification and analysis, and other types of assessments and report preparation. Providing training to other tribal programs and villages as needed on cultural preservation and compliance requirements.
7. Conducts technical reviews of cultural resource and NEPA documents generated by other tribal programs and from outside federal agencies.
8. Oversees the maintenance of the HCPO project and historic properties database in GIS format.

PERSONAL CONTACTS

The position will require the individual to effectively interact with other HCPO and tribal employees; local, state, and federal agency personnel; private entity representatives; Hopi village leaders, elders and reservation residents; scientists and specialists in other disciplines. Interactions will require giving and receiving factual information to advance program/project objectives.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work includes outdoor/fieldwork which requires physical exertion in remote areas and often on uneven or unstable terrain. Work may, at times, involve exposure to cold temperatures, high temperatures, wind, rain, and other uncomfortable weather and environmental conditions. Monitoring work in the Grand Canyon requires 8-16 day river trips with mandatory camping in a harsh environment. Some travel to meetings is likely and will include driving for long distances. Other work will be performed in a standard office environment.

MINIMUM QUALIFICATIONS

Education: Masters of Arts Degree in Archaeology or Anthropology from an accredited university;

AND

Experience: Three (3) years supervisory experience performing archaeological survey, testing, and/or data recovery work;

OR

Any equivalent combination of Education and Experience that demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of state and federal legislation dealing with historic preservation, cultural resources management, and human remains protection;
- Knowledge of environmental and endangered species legislation highly desirable;
- Extensive knowledge of archaeological research and field methodologies in order to conduct assigned projects and implement the appropriate field techniques;
- Knowledge related to the fields of ethnography, ethnobotany, botany, geology, biology (particularly aquatic or fisheries), geography, or other environmental sciences;

- Skill in the development and implementation of research designs, mapping and recording of archaeological sites, topographic map reading, GPS usage (Trimble and Garmin);
- Technical report writing skills;
- Skill and ability to operate Windows OS computers and familiarity with word processing, database management, mapping, and GIS software;
- Skill and ability to operate vehicles on poorly maintained dirt or off-road situations;

- Ability to successfully integrate and apply the above knowledge and skills in the performance of the position, with minimal supervisory oversight.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application, including any state, tribal or federal wildlife violations.