

NORTHERN CHEYENNE TRIBE
TRIBAL HISTORIC PRESERVATION OFFICE
JOB ADVERTISEMENT
2024

POSITION: ARCHAEOLOGIST

SALARY: \$28.00

DEPARTMENT: Tribal Historic Preservation Office

ACCOUNTABLE TO: THPO Director

OPENING DATE: MAY 1, 24

CLOSING DATE: MAY 15, 24

How to Apply: Submit a completed application with supporting documentation of a cover letter, current resume, (3) current (within 1 year) letters of reference, copy of Diploma and/or transcripts, copies of certifications, (if claiming Tribal preference) copy of Tribal I.D., (if claiming Veteran's preference) a DD214, and copy of valid Montana Driver's License to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

The Northern Cheyenne Tribal Historic Preservation Office is entrusted to identify, preserve, and protect cultural resources of significance to the tribe. Various aspects of cultural resource management("CRM") work include archaeological and historical resource components that attribute to preservation efforts. The incumbent will oversee the archaeological services component of cultural resource project activities in regards to conducting pedestrian surveys, leading the field team(s), compiling all data, analytics, and submitting final reports. Additionally, the incumbent will also contribute to additional archaeological efforts that the program may want to implement.

JOB CHARACTERISTICS:

Nature of Work:

- The incumbent will oversee the archaeological survey services compliance for federal undertakings, as required in grant scope of work objectives.

- The incumbent will coordinate survey work, including: planning, generating maps, sketches, compiling daily survey data, coordinating with the local and regional offices for data.
- The incumbent will be required to do additional research not limited to internet class file search, historical archives, oral histories, primary and secondary source material, etc
- Will require collecting and deciphering complex historical records and tribal information in all formats.
- Create a comprehensive record of all data acquired, cataloging, and properly archiving reports for future reference.
- May be required to complete other tasks as delegated, which may include answering phones, sending correspondences, assisting with other projects, and running errands.
- Will assist the Director with education of basic legislative laws regarding NHPA, NEPA, ARPA, AIRFA, NAGPRA and other pertinent resource laws.
- Will work closely with the tribal cultural surveyors related to all pedestrian surveys and data goal and objectives
- The incumbent will independently conduct archaeological surveys to make informed project decisions; and will produce Class III survey reports upon the completion of archaeological field investigations. Other Class I and Class II reporting will be at the discretion of the Director in accordance to project objectives
- Will prepare documentation for any sites eligible for nomination to the National Register of Historic Places.

Supervision Received: The incumbent will work under supervision of the Director

Supervision Exercised: None. May occasionally receive temporary delegation from Director.

JOB REQUIREMENTS:

Knowledge:

- **Requires** some knowledge of Northern Cheyenne Tribal history and customs
- **Requires** knowledge of ArcGIS and Avenza platforms, at minimum.
- **Knowledge and ability** to produce concise and accurate final reports reflecting Secretary of Interior Standards requirements for reporting
- **Requires** attention to detail and strong oral and technical communication
- Positive professional demeanor and telephone etiquette is **required**
- **Will** conduct field work and site visits with varying topographic and weather conditions
- Considers such factors as intensity of surface disturbance, terrain, size of project, and number of ongoing projects. Determines intensity of survey to be conducted.
- The incumbent **must** work with staff and field crew as a positive team leader to ensure that work productivity aligns with project timelines.

Guidelines: Guidelines include federal and state statutes regarding cultural resources in addition to tribal cultural ordinances, tribal policy and procedures.

Complexity: Work may involve highly sensitive information requiring the highest standards of confidentiality, instances where sensitive data and collections may require lengthy research, public presentations, and detailed finished product that requires accuracy.

Physical Demands: The work is partially sedentary and may occasionally require field work with possible walking, climbing or other physical exertion on varying topographic and weather conditions. Must be able to lift 25 lbs. or more

Work Environment: Working conditions include using various computer software platforms for data management; meeting with federal, state, and tribal officials; and may involve some out of town travel.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

The incumbent must adhere to working hours, duties assigned, and be diligent in completing tasks in a timely manner. The incumbent also **may be requested** to work on holidays or weekends to complete certain projects or tasks.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Master's Degree in Archaeology w/ Secretary of Interior standard for reporting credential **or** Bachelor's Degree with a combination of relevant training and experience that meets requirements for reporting standard
- **Must** be dependable and have reliable transportation to work
- **Previous** professional work with Northern Plains tribes **preferred** but not required
- **Required** to be insurable under Tribal auto insurance plan
- **Must** agree to and sign waiver for pre-employment drug testing
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.

PREFERNCE IN HIRING:

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe. (Attachment of Tribal Identification or Enrollment Certification must be provided)