



Salt River Pima-Maricopa Indian Community Staff Archaeologist

SALARY	\$76,958.00 - \$105,821.00 Annually	LOCATION	Scottsdale, AZ
JOB TYPE	Full-Time	JOB NUMBER	100418-231120
DEPARTMENT	Community Development	OPENING DATE	11/20/2023
CLOSING DATE	12/20/2023 11:59 PM Arizona		

Definition

Under general supervision of the Environmental Programs Supervisor of the Environmental Protection and Natural Resources (EPNR) Division of the Community Development Department (CDD), ensures Tribal compliance with Section 106 of the National Historic Preservation Act and its related regulations. Ensures compliance with federal, state, local and Tribal laws and ordinances designed to identify, protect and manage archaeological, historical and cultural resources. Manages the Community’s archaeological collection and preservation activities. **This job class is treated as FLSA Exempt. This is a driving position.**

Essential Functions: Essential functions may vary among positions and may include the following tasks and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be comprehensive listing of tasks performed by all positions in this classification.

Examples of Tasks

1. *Archaeology:* Manages all aspects of the Community’s archaeological program.
 - Conducts and reports Class I, Class II and Class III cultural resource surveys for Community home sites and infrastructure projects.
 - Reviews all proposed new development and infrastructure changes for potential impacts to cultural resources and archaeological assets.
 - Ensures that archaeological resources are identified and addressed during the planning stages of new projects.
 - Monitors and reports ground-disturbing activities in areas of known archaeological sensitivity.
 - Develops proactive measures to identify, evaluate and manage cultural resources in advance of project-specific requirements.
 - Manages archaeological collections in the tribal repository.

2. *Outreach, Education & Special Projects:* Assists the Cultural Resources Department with Section 106 consultations, education, outreach activities and special projects as needed.
 - Provides technical support to other Community departments and divisions.
 - Assumes responsibility for special projects as assigned by the Environmental Programs Supervisor.
 - Develops written material and PowerPoint presentations for educational and training purposes.

3. *Policies, Oversight & Compliance:* Assists with proposing, writing, implementing and updating relevant Archaeological

related Community policies and ordinances.

- Reviews and comments on cultural resource documents prepared by outside agencies and consultants.
- Submits quarterly packages of Section 106 clearance documents to the Bureau of Indian Affairs (BIA) for review and approval.
- Develops and manages contracts with one or more on-call archaeological consulting firms, including oversight and review of contracted projects.

4. Miscellaneous: Performs other job related duties as assigned by the Environmental Programs Supervisor or Environmental Protection & Natural Resources Manager.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of the history, culture, laws, rules, customs and traditions of the Salt River Pima-Maricopa Indian Community.
 - Knowledge of federal, state, local and Tribal laws, regulations, ordinances and “best practices” regarding cultural and archaeological preservation and management.
 - Knowledge of archaeological project management procedures and practices.
 - Knowledge of Traditional Cultural Places (TCP), NAGPRA (Native American Graves Protection and Repatriation Act) and the Arizona State Burial Law.
 - Knowledge of prehistoric, historic and contemporary cultural resources of the region now within the southwestern United States and northern Mexico.
 - Knowledge of the Tribal Antiquities Ordinance.
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- Skill analyzing and evaluating technical archaeological information accurately and expressing ideas clearly when providing verbal and written reports and recommendations.
 - Skill researching, organizing and compiling summary research reports.
 - Skill establishing and maintaining effective work relationships with a wide range of people including employees including federal, state and local agencies, subject-matter experts in environmental protection disciplines, Community members, Tribal government officials, department employees and the public.
 - Skill with written and verbal communications with others, using both technical and non-technical language to explain complex subjects and processes.
 - Skill in developing problem-solving approaches to new challenges.
 - Skill with organization, task tracking and multi-tasking.
 - Skill with tool use, hand-eye coordination and safety procedures.
 - Skill with photography and audio-visual equipment.
 - Skill with the use of electronic spatial data collection, mapping and interpretation (GPS and GIS)
 - Skill with the use of a personal computer including MS Office and other associated software.
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- Ability to interpret and assess archaeological finds and artifacts.
 - Ability to analyze archaeological technical issues and challenges.
 - Ability to collect and organize archaeological field data for analysis.
 - Ability to write comprehensive reports and documents to meet reporting requirements.
 - Ability to accurately interpret maps and aerial photographs and use them to navigate across rural and undeveloped terrain.
 - Ability to drive Tribal vehicles including 4-wheel drive vehicles on unpaved and unmaintained roads.
 - Ability to work alone in rural landscapes and to exercise self-reliance and good judgment in field situations.
 - Ability to perform physical labor including standing, walking, climbing, pulling, pushing, lifting and carrying up to 50 lbs.
 - Ability to work under adverse environmental conditions including heat, cold, rain, dust, mud, etc.
 - Ability to work safely in construction zones.

Minimum Qualifications

- **Education & Experience:** A Bachelor's degree from an accredited college or university in Anthropology or a closely related field AND 3 years work experience in the Archaeological field required.
- Work experience with surveys and archaeological data analysis and reporting to State Historic Preservation Office Standards required.
- Coursework in Southwestern U.S. and prehistoric archaeological studies preferred.
- **Equivalency:** Any equivalent combination of education and/or experience that would allow the candidate to satisfactorily perform the duties of this position, will be considered.
- **Underfill Eligibility:** An enrolled Community Member whom closely qualifies for the minimum qualifications for a position may be considered for employment under SRPMIC Policy 2-19, Underfill.

Special Requirements

- May be required to work outside normal work hours including nights, weekends and holidays.
- May be required to travel and use own transportation.
- May be exposed to extreme weather conditions including heat, cold, rain, dust, mud, etc.
- May be required to work alone in rural areas and undeveloped backcountry.
- May be required to stand, walk and hike for extended periods in difficult topography including deserts, mountains, canyons and riverine environments.
- Must possess and maintain a valid Arizona Driver's License.

Prior to hire as an employee, applicants will be subject to drug and alcohol testing. Will be required to pass a pre-employment background/fingerprint check. Employees are subject to random drug and alcohol testing.

"SRPMIC is an Equal Opportunity/Affirmative Action Employer" Preference will be given to a qualified: Community Member Veteran, Community Member, Spouse of Community Member, qualified Native American, and then other qualified candidate.

In order to obtain preference, the following is required: 1) Qualified Community Member Veteran (DD-214) will be required at the time of application submission 2) Qualified Community Member (must provide Tribal I.D at time of application submission),3) Spouse of a Community Member (Marriage License/certificate and spouse Tribal ID or CIB is required at time of application submission), and 4) Native American (Tribal ID or CIB required at time of application submission).

Documents may be submitted by one of the following methods:

- 1) attach to application
- 2) fax (480) 362-5860
- 3) mail or hand deliver to Human Resources.

Documentation must be received by position closing date.

The JHS/BIA Form-4432 is not accepted.

Your Tribal ID/CIB must be submitted to HR-Recruitment-Two Waters.

Agency

Salt River Pima-Maricopa Indian Community

Address

10005 E Osborn Road

Scottsdale, Arizona, 85256

Phone

480-362-7925

480-362-7925

Website

<http://www.srpmic-nsn.gov/employment>