



**Job Title:** Restoration Archaeologist  
**Department:** Tribal Historic Preservation  
**Reports to:** Tribal Historic Preservation Manager  
**FLSA Status:** Exempt  
**Salary Grade:** \$30.48 - \$42.67  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Tribal Historic Preservation Manager, the primary function of this position is to provide professional archaeological capabilities to the Coquille Indian Tribe (CIT) particularly in compliance with the National Historic Preservation Act (NHPA) Section 106 and 110. This position provides support to the Tribal Historic Preservation Department, Natural Resources Office, and community partner projects relating to fishery and habitat restoration that are within the ancestral homelands of CIT.

The Restoration Archaeologist conducts archaeological surveys, including subsurface archaeological testing, and collaborates to develop plans for ecological restoration that protect Tribal cultural resources and values.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Ensures that cultural and heritage functions are planned and implemented in accordance with applicable laws, regulations and policies and that full compliance with funding sources is achieved.
2. Perform the level of work that is expected of an Archaeologist that meets the Secretary of Interior Standards. Such work may be for projects that are undertaken and/or funded by CIT or projects that are performed by CIT via contractual agreements with other tribes, public agencies, community partners, or private parties.
3. Be responsible for ensuring compliance with NHPA Section 106 and 110 criteria in the planning, management and reporting of assigned projects.
4. Oversee the acquisition and retrieval of digital data pertaining to archaeological sites that is managed and maintained by the CIT GIS Program. In collaboration with the GIS Program, verify the proper distribution and use of those digital records and archives to ensure that what is confidential and/or proprietary to the CIT remains so.
5. Ensure compliance with the terms of the grant funding the position.
6. Assist other personnel to manage and maintain digital inventories and archives for archaeological and non-archaeological collections including objects, artifacts, photographs, documents, and other printed materials.
7. Provide timely and appropriate responses to requests from other CIT programs and departments as directed by the Tribal Historic Preservation Manager and Tribal Historic Preservation Director, including technical assistance and logistical support.
8. Act as an interpreter for CIT historical and cultural information for CIT members and public audiences.
9. Develop collegial and collaborative relationships with CIT programs and professionals, as well as federal, state, and community partners.

10. Participate in federal, state, community partner, and tribal coordination efforts, including interagency meetings.
11. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to make decisions independently in accordance with established policy and procedures.
4. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
5. Working knowledge of federal laws protecting cultural sites under the National Historic Preservation Act, the Archeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, etc., as well as applicable Tribal, state, county and local laws, ordinances, rules and procedures.
6. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
7. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
8. Ability to understand and interpret complex and technical documents as well as analyze the data contained in such documents.
9. Must have a fundamental knowledge of Coquille Tribal history and culture.
10. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
11. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
12. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

13. Ability to work with mathematical concepts such as basic arithmetic.
14. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.

#### **QUALIFICATIONS**

1. Bachelor's degree in Archeology or related discipline. A graduate degree is preferred. Possession of or ability to acquire certification as an Oregon Qualified Archaeologist is preferred.
2. Minimum two years' experience in cultural resource management with demonstrated experience in project management, budget administration, field work and contractor supervision. Knowledge of or ability to quickly learn Tribal Historic Preservation Department policies and functions is preferred.
3. Demonstrated experience and success in collaborative processes and projects involving other tribes, public and private agencies, and individuals.
4. Proficient in the use of technology and software, including Microsoft Office, GPS data collection and ArcGIS data management.
5. A general understanding of Oregon's land use planning regulations and cultural resources protection laws.
6. A general understanding of ecological restoration purposes and practices.
7. Demonstrated knowledge of the history of Tribes in Oregon and the culture and heritage of the Coquille Indian Tribe strongly preferred.
8. Must have a current and valid Oregon Driver's License in good standing with no insurability issues with the Tribe's insurance carrier.