

**Quinault Indian Nation**  
**Division of Natural Resources**  
**Job Description**

**Position Title: Archaeologist**

**Compensation:** \$64,622 a year Salary, Full Benefits (Health, Dental, Vison & Retirement), Paid Holidays, Sick & Vacation Leave.

**To Apply:** Interested Candidates please fill out a Quinault Indian Nation (QIN) Application and separate resume/CV. Email applications to [jobs@quinault.org](mailto:jobs@quinault.org) all applications must have a QIN application attached.

Any Questions please contact Daniel Ravenel Environmental Protection Manager ([dravenel@quinault.org](mailto:dravenel@quinault.org) , 360-276-8215 Ext: 7301) or for HR Questions Raven Bryson Human Resource Manager ( [rbryson@quinault.org](mailto:rbryson@quinault.org) ).

<http://www.quinaultindiannation.com/jobs.htm>

**Job Summary:**

The Archeologist position is a shared position between the Quinault Indian Nation and the U.S. Department of Agriculture, Natural Resource Conservation Service (NRCS). This is a 5-year agreement for an archeologist position to be stationed in Taholah, Washington in the Quinault Division of Natural Resources. The position will split their time between Quinault and NRCS projects.

**Essential Functions:**

This position is designed to fill a need for Quinault Indian Nation and NRCS projects that require archaeological review. The position entails both office & fieldwork. The archaeological fieldwork includes surveying, performing inventory, evaluating, testing, developing mitigation solutions and carrying out treatment activities on a project-by-project basis with the primary focus on proposed timber sales, restoration projects and road building.

The Archaeologist will perform a variety of research and field investigations, and integrate those results into environmental assessments, impact statements, operational programs, and historic preservation compliance reports. This level of work requires a professional knowledge of the National Historic Preservation Act (NHPA) Section 106, cultural resources, archaeological principles, theories, concepts, methods and techniques.

The incumbent will use ArcView GIS to create a Quinault Nation Cultural database, documenting known and ethnographic locations of cultural sensitivity, survey locations, and other cultural data for internal use in project planning. This will require extensive mapping, archives and database management experience.

The Archaeologist position may work within the Quinault Indian Reservation forestry timber sale review process and participate in the monthly scheduled Interdisciplinary team meetings.

Work will include review of timber sale applications, road building, culvert and bridge installments, and other natural resource projects that require archaeological review.

Travel may be required to reach NRCS projects off-reservation and work within the Quinault Usual and Accustom area. Fieldwork can involve hiking or travel in vehicles both on and off-road.

- Completes archaeological surveys & evaluations to identify the presence of cultural resources
- Identifies any historic properties or cultural resources and evaluate historic significance on proposed timber sales and other projects as assigned for inclusion into NHPA.
- Authors archaeological reports based on field surveys and GIS research
- Performs archaeological monitoring for archaeological & cultural resource sites to avoid and monitor impacts.

#### **Other Job Functions/Job Demands:**

Work is primarily performed in a variety of indoor or outdoor settings for eight hours per day. Mobility is needed to perform duties and attend various meetings. Physical effort may be needed to perform on-site activities, and lift and carry heavy and awkward objects. Outdoor activities are performed in varying weather and terrain conditions. Activities may be performed in rainy and windy weather with below freezing temperatures, and may involve physical risks such as falling, slipping, tripping, and working in significant hazardous logging conditions or capsizing in cold water. May participate in aerial surveys conducted by helicopter or plane in low level flights over target area. Patience and persuasiveness are needed when interacting with other people. There will be occasional involvement with hostile and/or argumentative individuals. Must have the ability to work in a fast paced environment and meet deadlines. Occasionally necessary to work beyond normal working hours and on occasional weekends, and during travel. Nighttime field operations may be involved for some projects.

#### **Minimum qualifications:**

Applicants must have at least a Master's degree in Archaeology or Anthropology that includes study of archeological cultures, regional archeology, archeology, ethnology, physical anthropology and archeological field school. Applicant must have a basic understanding of theoretical and practical approaches to research design and implementation. Preference for applicant that has worked with resource management or timber harvest resources and that has familiarity with anthropology and archeology of Pacific North Western cultures.

Applicant must meet the requirements of 36 CFR Part 61, Professional Qualifications Standards.

#### **History**

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

### **Archeology**

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

### **Knowledge, Skills and Abilities:**

- Experience with National Historic Preservation Act Section 106 compliance, NEPA & other relevant compliance laws, regulations & processes
- Good analytical skills and attention to detail, technical writing
- Thorough working knowledge of GPS technology, GIS, and related programs such as ESRI software, ArcView GIS, TerraSync, and Pathfinder Office.

Thorough working knowledge of MS Office Suite software programs.

- Demonstrated expertise in cultural resource management
- Knowledge of Northwest Coast Native American culture.
- Relevant archaeological field experience
- Team Player the ability to interact with the Quinault Interdisciplinary Team (foresters, biologists & managers) in the field as part of the timber sale review process.
- Provides field site reviews & office reviews
- Knowledge of professional Archeological principles, practices, techniques and procedures to effectively perform project development.
- Ability to gather, assemble and analyze facts, draw conclusions, devise solutions to problems.

### **Additional Requirements:**

- Must have or be able to obtain within the first month of employment a Washington state driver license.

- Must have and maintain the ability to be insured under QIN automobile insurance.
- Ability to maintain confidentiality of information.
- Able to comply with the Federal Drug Free Workplace Act
- Registered Professional Archaeologist (RPA) or the ability to register