



SPOKANE TRIBE OF INDIANS
HUMAN RESOURCES DEPARTMENT
P.O. BOX 206, WELLPINIT, WA. 99040
PHONE (509) 458-6583 FAX (509) 458-6556

JOB ANNOUNCEMENT

VACANCY ANN. #: STOI-21-181
TITLE: TRIBAL ARCHAEOLOGIST
SUPERVISOR: PRESERVATION PROGRAM MANAGER
DEPARTMENT: PRESERVATION DEPARTMENT
LOCATION: WELLPINIT, WA
STATUS: REGULAR/FULL-TIME
RATE OF PAY: \$23.14 - \$28.92 / PER HOUR
OPENING DATE: JUNE 29, 2021
CLOSING DATE:

INTRODUCTION:

This position serves as the project lead for the Spokane Tribe of Indians Preservation Program (STIPP) on contract cultural survey and monitoring jobs performed on and off the Spokane Reservation. (S)he will submit bids for cultural survey and monitoring contracts, prepare contracts if awarded, and see through to completion the fulfillment of the responsibilities as stated in the contract. The Tribal Archaeologist will adhere to professional standards of archaeological practice and ethics. This position reports to the STIPP Principal Investigator (PI).

MAJOR DUTIES AND RESPONSIBILITIES:

- Bidding on potential cultural resource survey and/or cultural monitoring contracts
- Field Survey: lead a crew of technicians in reconnaissance, intensive, and sub-surface survey; sampling by predictive modeling; handling of field collections
- Documentation of the results of investigations (i.e., daily field notes, daily summary reports, management recommendations to the PI; site reports for all sites located during survey)
- Supervise Archaeological Technicians in safe and best field practices
- Produce professional quality site forms and technical reports with assistance of Principal Investigator
- Upload projects/site forms to WISAARD
- Technical support of the Principal Investigator's efforts (project related research designs, archival and ethnographic research, final project documentation, and preservation planning).
- Manage multiple project deadlines
- Proper use of safety equipment and safe work practices
- Attend and contribute to technical meetings as needed
- Minimal overnight travel as required for occasional technical meetings and trainings

SPECIFIC TECHNICAL REQUIREMENTS:

- Secondary research of archival literature and maps pertaining to tribal and non-tribal lands
- Training and supervision of field personnel in the use of proper archaeological methods and proper artifact handling and description
- Construct methodological approaches for efficient pedestrian surveys and excavation
- Perform test unit and shovel test excavations; identify, describe artifacts and features
- Sketch profiles of excavated units
- Document all aspects of field investigations using sketch mapping, Trimble Geo XT GPS, and digital photography
- Conduct laboratory analysis and secondary research of artifacts and features exposed/recovered from survey and excavation
- Participate in burial recovery excavations and documentation of naturally disinterred ancestral remains
- Compile results of field investigations in professional quality reports in a timely manner to fulfill contractual obligations
- Create projects and upload reports/site forms to WISAARD
- Work with Tribal Elders, confirming and recording pertinent site information
- Evaluation of archaeological and ethnographic sites on and off the Spokane Indian Reservation

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Knowledge of professional archaeological theory and methods.
- Knowledge and ability to use common archaeology hand tools (shovel, pick, trowel, screen, etc.) and should be able to lift 5-gallon buckets of dirt.
- Professional writing ability to produce clear and concise field reports summarizing theory, methods, and results of investigations.
- Knowledge of WISAARD
- Knowledge and ability to use personal computers, tablets, and associated software
- Effective time and resource management skills

MINIMUM REQUIREMENTS:

- A Bachelor's degree in Anthropology or Archaeology
- At least one year of field experience (Plateau culture area desired); supervisory experience.
- Experience with ArcGIS/ArcMap (map creation, GIS data correction and archiving)
- Must be able to walk up to 5 miles per day in various weather conditions (often inclement) and over difficult terrain at times.
- Valid driver's license and good driving record

The Spokane Tribe of Indians is a great place to work! We offer competitive Benefits, matched 401K, & incentives that include; possible Commute Allowances, Flex Schedules, moving expenses, signing bonuses, and generous paid time off, with twenty-two paid holiday/ wellness days off per year, plus Personal Time Off (PTO) accrual and cash-out ability!

Applications Are Available In the Tribal Human Resources Department

P.O. Box 206, Wellpinit, WA 99040

Contact: Sabrina McCoy or Andrea Flett

PH: (509) 458-6583, (509) 458-6527, FAX: (509) 458-6556

E-mail: hfrontdesk@spokanetribe.com

**Applications Must Be Received in The Human Resources Department No Later Than
4:30 p.m. on the Closing Date**

**The Spokane Tribe Reserves The Right To Hire According To
Its Indian Preference Hiring Policy**

Applicants Are Subject To A Pre-Employment Drug Test

Positions with The Spokane Tribe Are Subject To A 90-Day Orientation Period