

Position Title: Archaeologist

Status: Exempt

Department: Preservation

Reports To: Cultural Resources Manager

General Position Description:

The incumbent is responsible for outlining the scope of work for services requests; conducting geotechnical, geo-archaeological, and Phase I assessments; performing records searches and field surveys; consulting with local, state and federal agencies; overseeing and reviewing Phase II and Phase III testing and data recovery; site visits; field monitoring; supervising collection of field data; coordinating the field work of the Tribal monitor program; reviewing Phase IV monitoring reports; curating collections; and preparing written documentation of cultural resources studies and impact assessments under SB18, AB52, CEQA, and Section 101, 106 and 110 of the NHPA.

Duties & Responsibilities:

- Proofread, print, and prepare consultation mailings for signature.
- Review Requests for Proposals from clients and lead agencies to determine project needs for cultural resources evaluations and prepare project-specific proposals for the appropriate cultural resources compliance documents;
- Conduct records searches through the Tribal Cultural Resources Information System (TCRIS), and at the California Historical Resources Information System Information Centers;
- Review regional literature, archival documents, historic maps, historic aerial photographs, and assessor parcel information;
- Perform field surveys and site visits, assemble and supervise larger survey teams and monitors when necessary, collect and analyze data, and record resources in the appropriate TCRIS forms;
- Review Phase I and Phase II Cultural Resources Assessments, cultural resources components of Initial Studies or Environmental Impact Reports, Historical Property Survey Reports, and Archaeological Survey Reports;
- Review and comment on Data Recovery Programs for projects requiring Phase II testing or Phase III excavation;
- Review Phase II and Phase III investigations to meet lead agency and Tribal standards, which may include site delineation and GIS/GPS mapping, artifact plotting, drawing site sketch maps and taking field photos, surface collection, and monitoring Shovel Test Probes, Test Units, depth and strata levels with off-set measurements, soil screening and sampling, artifact labeling and packaging, and artifact catalogs;
- Analyze and interpret artifacts and assemblages;

- Curate artifacts;
- Review Phase II testing and Phase III excavation reports for all pertinent field data included and analyzed to lead agency and Tribal standards;
- Attend pre-construction meetings with contractors, lead agencies, and interested parties in order to determine pre-established Mitigation Measures or Conditions of Approval for grading or excavation projects requiring cultural resources monitoring;
- Review Mitigation Monitoring and Reporting Programs and Unanticipated Discovery Plans, as needed;
- Conduct cultural resources monitoring and record resources in the appropriate TCRIS and Department of Parks and Recreation forms, monitor additional Phase II testing or Phase III excavation if needed;
- Educate consultants and agency staff about compliance with cultural resource regulations, advise the Tribe, consultants, and agency staff on options to minimize impacts on known cultural resources, and recommend courses of action based on regulatory compliance and professional interpretations;
- Review Phase IV monitoring close-out reports and Long Term Operation and Management Plans, with all pertinent field data included and analyzed, to meet lead agency and Tribal standards;
- Assist in promoting UAIC's cultural resources services as well as participate in marketing and business development activities;
- Assist in monitoring staff's workload, schedules, and participates in screening and interviewing prospective candidates for monitoring positions in the Tribal Preservation Department, as needed.

Knowledge, Skills & Abilities:

- Ability to handle multiple assignments with differing deadlines simultaneously.
- Excellent analytical skills.
- Superior skills preparing written documents and communicating verbally.
- Ability to effectively negotiate fees and contract terms.
- Ability to effectively supervise, train, and enhance the capabilities of peers and subordinates.
- Leadership skills, such as taking initiative, motivating and helping others, sharing pertinent information, encouraging teamwork, and providing feedback.
- Ability to proactively and creatively adapt to various work-related challenges.
- Ability to maintain a highly professional image in all work-related activities.
- Valid driver's license is required, as is the ability to safely operate a 4WD vehicle on rugged, backcountry roads.
- Ability to travel to a location, walk, and conduct fieldwork for long hours, sometimes in inclement weather, through rugged terrain, often at high altitudes, while carrying equipment and supplies weighing up to 50 pounds
- Ability to travel by car, train or airplane as needed for training, conferences, and professional meetings and projects throughout the United States.

Education and Qualifications Required:

- M.S. /M.A. in anthropology or archaeology.
- Minimum of 6 years of experience as a professional archaeologist (SoI Qualified).
- Minimum of 3 years supervising laboratory or field crews.
- Expertise in Central California archaeology with recognition among the regional scientific community, and general knowledge of the other Cultural Resources disciplines.
- Familiarity with information resources in the scientific community, including other archaeologists and paleontologists, college and university programs, research centers and libraries, and data depositories.
- Familiarity with sections relating to cultural resources in the California Environmental Quality Act (CEQA), the California Public Resources Code, the National Environmental Policy Act, the Section 106 of the National Historic Preservation Act, the Archaeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, and the Mitigation Guidelines.
- Understanding of field work, consultation, and reporting requirements for various lead agencies, including, but not limited to: local city and county lead agencies under CEQA; state lead agencies such as the California Department of Transportation; and federal lead agencies such as the United States Army Corps of Engineers, the Federal Communications Commission, Bureau of Land Management, and Bureau of Reclamation.
- Expertise in MS Word, MS Excel, and Adobe Acrobat, with familiarity in MS Access.

Preferred Qualifications:

- Registration with the Register of Professional Archaeologists (RPA).
- Familiarity with GIS/GPS programs such as Google Earth, ArcGIS, ArcMap, and use of .KML and .KMZ files.

Special Requirements:

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445.

Must type Archaeologist in subject line to be considered