

Job Description

Position Title: Archaeologist – Anthropologist

Status: Exempt

Department: Preservation

Reports To: Cultural Resources Manager

General Position Description:

The incumbent is responsible for identifying and protecting tribal cultural resources through surveys, site visits, document review, and government-to-government consultation. This includes reviewing and assessing geotechnical, geo-archaeological, and data recovery reports; performing records searches and field inspections; consulting with military, private, local, state and federal agencies; conducting site visits and field monitoring; supervising collection of field data; coordinating and supervising Tribal monitors during project and construction monitoring; reviewing and assessing monitoring reports; and preparing written letters, reports, comments, and map reviews for projects under SB18, AB52, CEQA, and Section 101, 106 and 110 of the NHPA.

Duties & Responsibilities:

- Prepare and edit consultation letters.
- 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 Historical Resources Information System (THRIS), 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, collecting and analyzing data, and recording resources in the appropriate THRIS and DPR forms;
- Assemble and supervise larger survey teams and groups of Tribal monitors when necessary;
- Review and provide technical comments for State and Federal Environmental Impact Reports/Statements, Historical Property Surveys, Inventory and Evaluation Reports, and Archaeological Data Reports;
- Review ethnographic, archaeological and anthropological investigations for compliance with 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;
 - monitoring shovel test probes and test units;
 - monitoring depth and strata levels with off-set measurements;

- soil screening and sampling;
- artifact labeling and packaging; and
- artifact catalogs;
- Attend pre-construction and planning meetings with contractors, lead agencies, and interested parties in order to determine existing and needed archaeological studies and Mitigation Measures or Conditions of Approval for CEQA/NEPA projects;
- Review and analyze Mitigation Monitoring and Reporting Programs, Historic Property Treatment Plans, and Unanticipated Discovery Plans;
- Educate academics, professionals, consultants and agency staff about compliance with tribal 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 monitoring close-out reports and Near/Long Term Operation and Management Plans, with all pertinent field data included and analyzed, to meet lead agency and Tribal standards;
- Work with and supervise interns; and
- Participate in screening and interviewing prospective candidates for Tribal 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 written and verbal communication skills.
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- 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 or anthropologist (RPA SoI PQS required).

- Minimum of 3 years supervising laboratory or field crews.
- 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 cultural resources sections of the California Environmental Quality Act (CEQA), the California Public Resources Code, the National Environmental Policy Act, Sections 101, 106 and 110 of the National Historic Preservation Act, the Archaeological Resources Protection Act, and the Native American Graves Protection and Repatriation Act.
- Understanding of field work, consultation, and reporting requirements for various lead agencies, including, but not limited to: local cities and counties under CEQA; state 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:

- Expertise in Central California archaeology with recognition among the regional scientific community, and general knowledge of the other Cultural Resources disciplines.
- 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.
- Osteology.

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-Anthropologist in subject line to be considered