



COQUILLE INDIAN TRIBE

JOB TITLE: Cultural Resources Technician
DEPARTMENT: Culture, Education and Learning Services
REPORTS TO: THPO/Archaeologist
FLSA STATUS: Non-Exempt Full-Time
SALARY GRADE: \$19.30 - \$25.09
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.

JOB SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of Tribal Historic Preservation Officer/Archaeologist, primary responsibility is to provide support to the Tribal Historic Preservation Office in protecting and preserving the Tribe's culturally significant sites and resources with the Tribe's area of interest.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors various project activities to ensure that applicable Federal and State laws, regulations, and acts are followed in protection of the Tribe's cultural resources.
2. Coordinates with agencies, contractors, and consultants associated with current projects to ensure cultural site protection
3. Review and provide comment on Federal, State, and local project review requests, SHPO permits, and regulatory permits.
4. Maintains regular communication and correspondence with local, state, and federal agencies on issues that may impact cultural resources.
5. Assists in documenting new site information in the Tribe's Cultural Landscapes Database (GIS) from internal and external sources.
6. Work around human remains and burial/cremation items.
7. Visit sites to determine protection needs and monitors site protection activities.
8. Perform tasks typical of archaeological projects including but not limited to archaeological monitoring, excavation, and laboratory analysis.
9. Collaborates with agency and tribal staff on site evaluation and assessment.
10. Works to identify, and document, significant tribal resources through research, written records, oral histories, and other resources.
11. Assist with reviewing and commenting on EA's and EIS's for projects within the Tribe's area of interest.
12. Contribute to the preparation of technical reports, perform background research, and assemble routine bibliographies pertinent to the Tribe's cultural resources, as well as other written deliverables.
13. Follows Tribal, State and Federal guidelines in situations of inadvertent discovery.
14. Assist and support cultural education opportunities within CIT and Tribal community.
15. 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 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. Site visits often require a strenuous hike over rough terrain to a remote or hard to access location.

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.

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. 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.
5. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
6. 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.
7. Ability to understand and interpret complex and technical documents as well as analyze the data contained in such documents.
8. Must have a fundamental knowledge of Tribal history and culture.
9. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
10. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
11. 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.
12. Ability to work with mathematical concepts such as basic arithmetic.
13. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization

REQUIRED QUALIFICATIONS

- A. Associates Degree with specific coursework in anthropology, history, archaeology, or Native American studies. May substitute three (3) years of directly related work experience for the above education.

- B. Bachelor's Degree in Anthropology, History, Archaeology, Native American Studies, or a related field of study preferred.
- C. Must be able to operate computer software and equipment such as Microsoft Word, ArcGIS, and Global Positioning Systems (GPS).
- D. Requires ability to learn and apply applicable state and federal regulations that govern cultural and historic properties.
- E. Excellent communication skills, both oral and written required.
- F. Demonstrated ability to exercise excellent organization, time management, analytical and problem-solving skills.
- G. 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.
- H. Archaeological field school or 6 months of archaeological field experience preferred.
- I. Personal experience in Tribal government processes desirable.
- J. Required ability to maintain strict confidentiality regarding sites, site locations, and projects.
- K. Valid Oregon Driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.