



**COQUILLE INDIAN TRIBE**

**Job Title:** Archaeologist/THPO  
**Department:** Culture, Education and Learning Services  
**Reports to:** Culture, Education and Learning Services Director  
**FLSA Status:** Exempt – Full Time  
**Salary Grade:** \$59,009.60 - \$88,514.40  
**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.

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**SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Culture, Education and Learning Services Director, the primary function of this position is to provide professional archaeological capabilities to the Coquille Indian Tribe (CIT) that meet Secretary of Interior Standards for Professional Archeologists, particularly in compliance with the National Historic Preservation Act (NHPA) Section 106 and 110. This position oversees the use and access to data pertaining to the locations and inventories of cultural/archaeological sites found within the Ancestral Homelands of CIT within Coos and Curry Counties and is occasionally assigned to support other CIT departments or programs on a project specific basis and occasionally may be assigned to assist particular CIT cultural education and training efforts.

Under the direct supervision of the Culture, Education and Learning Services Director, this position is responsible to execute approved annual work plans and special projects that support the Tribal Historic Preservation Officer (THPO) Program Plan as set forth by an agreement between the National Park Service (NPS) and the Coquille Indian Tribe (CIT) (NPS Agreement #41-11-NA-68d).

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides leadership and direction to the Tribal Historic Preservation program staff including but not limited to; planning scheduling, establishing guidelines and performance expectations, providing feedback and evaluating performance. Ensures that cultural and heritage functions are planned and implemented in accordance with applicable laws, regulations and policies and that full compliance with funding sources is achieved.
2. Perform the level of work that is expected of an Archaeologist that meets the Secretary of Interior Standards. Such work may be for projects that are undertaken and/or funded by CIT or projects that are performed by CIT via contractual agreements with other tribes, public agencies, or private parties.
3. Be responsible to ensure compliance with NHPA Section 106 and 110 criteria in the planning, management and reporting of all projects or proposals on public or private lands wherein CIT is an effected party or has an expressed interest. Insure that associated permit applications and published

reports of said projects or proposals are properly recorded, including any nominations to the National Register of Historic Places.

4. Oversee the acquisition and retrieval of digital data (herein referred to as GPS) pertaining to archaeological sites that is managed and maintained by the CIT GIS Program. In collaboration with the GIS Program, verify the proper distribution and use of those digital records and archives to ensure that what is confidential and/or proprietary to the CIT remains so.
5. Manage and administer the day-to-day Tribal Historic Preservation Officer (THPO) operations as well as work efforts of other staff as assigned by the Department Director, contractors, or other CIT employees who may be occasionally or seasonally be assigned to THPO projects.
6. Ensure compliance with the THPO Program Plan and Annual Work Plan especially in performance of the National Historic Preservation Act (NHPA) Section 106 and 110 processes. Insure timely and appropriate responses to other tribes and agencies in government-to-government consultation processes that involve cultural resource matters within CIT Ancestral Homelands.
7. Assist other personnel to manage and maintain digital inventories and archives for archaeological and non-archeological collections including objects, artifacts, photographs, documents, and other printed materials.
8. Provide timely and appropriate responses to requests as directed by the Department Director from other CIT programs and departments for assistance, including technical assistance and logistical support, particularly in the areas of cultural education and CIT community cultural events and activities throughout the Tribe's service area.
9. Serve as the Native American Grave Protection and Repatriation Act (NAGPRA) Coordinator for CIT and consults with the CIT Repatriation committee in matters concerning the repatriation of culturally affiliated human remains, matters concerning the repatriation or loan of culturally affiliated artifacts and objects from other museums and institutions, and matters concerning the use or loan of CIT cultural collections to other institutions or agencies.
10. Support program efforts in creating or producing cultural exhibits and act as an interpreter for CIT historical and cultural information for CIT members and public audiences.
11. The work effort and success of this position depends on collegial and collaborative relationships with CIT programs and professionals.
12. Participate in federal, state, and tribal coordination efforts, including government to government cultural resource cluster meetings.
13. 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 50 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. 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. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

### **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. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
5. 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.
6. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
7. 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.
8. Ability to understand and interpret complex and technical documents as well as analyze the data contained in such documents.
9. Must have a fundamental knowledge of Tribal history and culture.
10. Able to ensure good public relations by maintaining a cooperative and considerate attitude toward others.
11. Ability to maintain confidentiality; a breach of confidentiality is grounds for immediate dismissal.
12. 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.
13. Ability to work with mathematical concepts such as basic arithmetic.
14. 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. Master's Degree in Archeology or other germane discipline (such as History, Anthropology, and Architectural Historian) and qualify to obtain archaeological permits (including ARPA) in Oregon and on Federal lands if not already obtained.
- B. Minimum two years' experience in cultural program and project execution with demonstrated experience in project management, budget administration, federal budget and audit compliance, grants and contract administration, field work and contractor supervision. Knowledge of or ability to quickly learn THPO policies, functions and reported is preferred.

- C. Demonstrated experience and success in collaborative processes and projects involving other tribes, public and private agencies, and individuals.
- D. Excellent written and oral communication skills in both academic teaching and public audience environments.
- E. Proficient in the use of technology and software, including but not limited to, Microsoft Office, GPS data collection and ArcGIS data management.
- F. Proven ability to operate in a team setting as team leader or team member.
- G. A general understanding of Oregon's land use planning regulations and cultural resources protection laws.
- H. Demonstrated knowledge of the history of Tribes in Oregon.
- I. Must have a current and valid Oregon Driver's License in good standing with no insurability issues with the Tribe's insurance carrier.