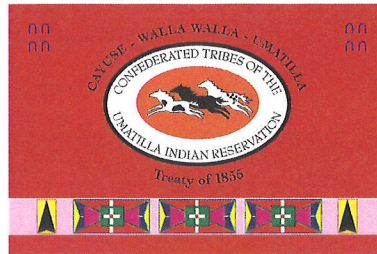


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**REVISED**

**w/updated salary & Telework/Remote Work**

**POSITION DESCRIPTION VACANCY ANNOUCEMENT**

**POSITION TITLE:** Field Archaeologist

**SALARY:** Pay Range: 9-12  
\$52,325.44. to \$84,248.97 annual  
DOE/DOQ

**DEPARTMENT:** Department of Natural Resources, Cultural Resources Protection Program

**LOCATION:** Nixyáawii Governance Center, Mission, Oregon Confederated Tribes of the Umatilla Indian Reservation. Position is eligible to telework following the outlined procedures in the Tribal Personnel Policies Manual's Policy on Teleworking and Remote Work (as amended through BOT Resolution 25-003). Employee will be required to work a percentage of time on-site at Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package  
Exempt

**SUPERVISED BY:** Senior Archaeologist or Assistant Program Manager

**OPENING DATE:** February 19, 2025

**CLOSING DATE:** Open until filled

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

## DNR MISSION STATEMENT

To protect, restore, and enhance the first foods - water, salmon, deer, cous, and huckleberry - for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

## CULTURAL RESOURCES PROTECTION PROGRAM MISSION STATEMENT

The CRPP promotes the protection, preservation, and perpetuation of the CTUIR's culturally significant places and resources for the benefit of current and future generations.

## GENERAL STATEMENT OF DUTIES

The Field Archaeologist will be responsible for the protection and management of historic properties and First Foods resources within the Confederated Tribes ceded lands and traditional use areas by assisting in monitoring the compliance of federal, state, and tribal cultural resource laws and working with various entities. The Field Archaeologist will assist the Assistant Program Manager and the Senior Archaeologist on National Historic Preservation Act Section 106 consultation projects and the review of Section 106 archaeological reports and the National Environmental Policy Act. The Field Archaeologist will be responsible for the implementation, direction and successful completion of all archaeological field projects and supervision of archaeological field staff both on the reservation and within the ceded and traditional use lands.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Work with CRPP staff to ensure that research, field work, and report writing are completed in a professional manner.
2. Lead or assist in conducting and/or overseeing archaeological field work – monitoring, inventory, testing, excavation, and remote sensing – at various locations within the CTUIR's ceded lands, traditional use areas and on the Umatilla Indian Reservation.
3. Conduct file and literature searches using the CTUIR Archives, Washington, and Oregon State Historic Preservation Office records, public and/or private museums, universities, and other archival sources as appropriate.
4. Write archaeological reports to CTUIR, Washington, and/or Oregon state standards using established report template as directed by supervisor. Accession final reports into the CRPP Archives using established procedures.
5. Participate in various meetings and working groups with tribal and city governments, federal and state agencies, private companies, working groups, and contractors, representing the CTUIR in a constructive and positive manner and ensuring that the governments, agencies, companies, and contractors are following federal, state, and/or tribal cultural resources laws.
6. Assist in reviewing and commenting and logging responses into the CDMS database on NHPA Section 110 and Section 106 consultation and compliance work including areas of potential effects, field methodologies, archaeological reports, cultural resource reviews, mitigation agreements, management plans, permits, memorandum of agreements, programmatic agreements, and other pertinent documents.

7. Assist in negotiating potential work for archaeological and traditional use investigation studies for the CRPP including the development of a proposals (scope of work and budget) to various governmental agencies, private entities, other tribes and CTUIR departments, programs, committee, or commissions.
8. Utilize GIS, remote sensing, and photographic technologies as necessary to complete fieldwork, reports, and other tasks.
9. Assist in processing photographic, GPS and GIS data.
10. Review and comment on draft archaeological, cultural resource and traditional use reports of the CRPP.
11. Work with CRPP oral history staff to understand historic properties of religious and cultural significance to the CTUIR to ensure they are protected, managed and/or mitigated for.
12. Prepare progress reports on work accomplished.
13. Work to complete projects on time and manage project budgets effectively.
14. Supervise, train and mentor tribal archaeological field staff including but not limited to pulling together project information for field studies, ensuring that field notes and forms are turned in, and ensuring project leads are informed of the outcome of the fieldwork.
15. Maintain and update the fieldwork schedule.
16. Work with other tribal staff on First Food related projects.
17. Attend training that will augment the skills needed to perform the work detailed above.
15. Carry out other duties as assigned by supervisor or the Program Manager.

**SUPERVISORY AUTHORITY:**

Field Director, Assistant Field Director, Archaeological Field Technicians

**SIGNATORY AUTHORITY:**

Timesheets

**ACCESS TO SENSITIVE AREAS:**

CRPP Archive

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

This position is Master's Degree preferred but will consider applicants with a Bachelor's Degree.

1. Master's Degree in Archaeology, Anthropology, or closely related field; AND
  - Completion of an archaeological field school from an accredited university; AND
  - One (1) year of experience with a wide range of field and office tasks, including archaeological survey, testing, excavation, artifact analysis, monitoring, and reporting; AND
  - Demonstrated ability to carry research to completion; AND

Must be able to acquire a letter from Oregon State Historic Preservation Office stating that the applicant is considered an Oregon Qualified Archaeologist capable of applying for archaeological permits within six (6) months of hire date **OR**

Bachelor's Degree in Archaeology or Anthropology; **AND**

- Completion of an archaeological field school from an accredited university; **AND**
  - Three (3) years of experience with a wide range of archaeological field and archaeological office tasks, archaeological survey, testing, excavation, artifact analysis, monitoring, and reporting; **AND**
  - Demonstrated ability to carry research to completion.
2. Six (6) months working in a supervisory capacity.
  5. Must have excellent written and oral communication skills.
  6. Must have a proven ability in and familiarity with the following:
    - archaeological field methods and site documentation,
    - ArcGIS, database, and word processing programs,
    - experience in lithic analysis
  7. Must have experience with archaeological field methodologies.
  8. Must be able to work with a variety of colleagues and agency personnel.
  9. Must practice and support "team player" philosophy.
  10. Must have the ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
  11. Must possess a valid driver's license and be able to meet insurance requirements for driving a GSA vehicle.

#### PREFERRED QUALIFICATIONS:

1. Demonstrated knowledge of applicable federal and state cultural resource laws.
2. Ability to analyze and interpret legal and technical cultural resource issues.
3. Produce cultural resources reports in a timely fashion.
4. Knowledge of Columbia Plateau pre- and post-contact history.
5. Experience working with Native American tribes.
6. Experience with remote sensing.
7. Experience in historic artifact analysis.

#### PHYSICAL DEMANDS:

1. Ability to sit for long hours at a computer using a keyboard and mouse.
2. Ability to carry and lift up to 30 lbs. over shoulder height.
3. Ability to sit for long hours in automobiles and/or airplanes while traveling.
4. Ability to walk up and down various terrain types and dig in various soil types for long hours and consecutive days.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).

- 6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
- 7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.
- 8. *Technical writing sample (5-20 pg. minimum) must be included with application materials.*

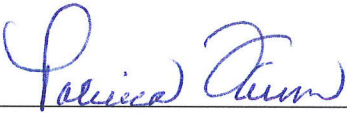
**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

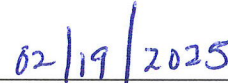
**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
 Office of Human Resources  
 Staffing and Onboarding  
 46411 Timine Way  
 Pendleton, OR. 97801  
 Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**



Approved by: Patricia Farrow, Sr. Staffing/Recruitment Specialist



Date

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date