



**The Klamath Tribes**  
**501 Chiloquin Blvd/P.O. Box 436**  
Chiloquin, Oregon 97624

**Phone: (541) 783-2219**  
**HR Fax: (541) 783-2836**

**OPEN: 08/01/23**  
**CLOSE: 08/15/23**

**EXEMPT   X**  
**NON-EXEMPT**

**POSITION DESCRIPTION**

**POSITION:** **ARCHAEOLOGIST**

**RESPONSIBLE TO:** Cultural & Heritage Director

**SALARY:** Step Range: 30-46; Full Benefits  
Salary Range: \$64,947 - \$104,221  
Hourly Range: \$31.22 - \$50.11

**CLASSIFICATION:** Professional/Management, Regular, Full-time

**LOCATION:** The Klamath Tribes  
Culture & Heritage Department  
Goos oLgi gowa Community Center  
35601 Choke Cherry Way  
Chiloquin, OR 97624  
**Various Locations, as necessary**

**BACKGROUND:** N/A

**POSITION OBJECTIVES**

The primary purpose of this position is to plan, track, and undertake or oversee the conduct of all field-based archaeological investigations, site assessments, and monitoring to occur across The Klamath Tribes traditional homeland. Provide complete archaeological oversight of the current Klamath Tribes restoration projects. The Archaeologist will monitor construction, excavation and sub grade ground disturbing activities at various locations.

The Archaeologist will be responsible for completing site forms to Oregon SHPO. The Archaeologist will be required to be present at the site during work hours when listed activities are occurring, and to keep systematic records of observations. Observations are to be reported to supervisor, and any findings reported immediately.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Develop and maintain a cultural resource information database for the Klamath Tribes, including archaeological inventories.
2. Assess archeological sites for resource management, development, or conservation purposes and recommend methods for site protection.
3. Apply traditional ecological knowledge and assessments of culturally distinctive land and resource management institutions to assist in the resolution of conflicts over habitat protection and resource enhancement.
4. Advise government agencies, private organizations, and communities regarding proposed programs, plans, and policies and their potential impacts on cultural institutions, organizations, and communities
5. Conduct archaeological surveys as assigned and complete necessary paperwork for submission to the Oregon SHPO.
6. Must be present at specified site during all ground disturbing activities to monitor for inadvertent discoveries.
7. Perform archival research, testing, and evaluation; observe excavation or ground clearing for artifacts and evidence of archaeological sites. Study objects recovered by excavation to identify, and authenticate them and interpret their significance.
8. Record the exact locations and conditions of artifacts uncovered in diggings or surveys, using drawings and photographs as necessary.
9. Collect information and make judgments through observation, interviews, and review of documents.
10. Report to the Culture & Heritage Director any and all findings and recommend methods for site protection.
11. Keep detailed written records of daily observations.
12. Provide daily reports, based on observations to Culture & Heritage Director.
13. Complete a written project report to The Klamath Tribes' Culture and Heritage Director regarding project activities, as directed.

14. Lead field training sites and train field staff, students, and volunteers in excavation methods.
15. Train others in the application of ethnographic research methods to solve problems in organizational effectiveness, communications, technology development, policy making, and program planning.
16. Provide presentations to the public, at workshops and other venues.
17. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

This position is under the direct supervision of the Culture & Heritage Director or designee. The position is expected to work independently, exercising good judgment, using knowledge and training to ensure the protection of tribal artifacts and cultural sites. Records will be kept and reports submitted as required, by supervisor.

### **PHYSICAL EFFORT AND WORKING CONDITIONS**

Work requires being present and fully attentive at sites being monitored.

Must have ability to traverse rough, wooded and steep terrain.

Must have the ability to see details at a distance.

May require long periods of standing.

Work is primarily conducted outdoors in all types of weather conditions with exposure to adverse weather such as temperature extremes, rain, and snow.

### **KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of NAGPRA policy.

Knowledge of Oregon State Historic Preservation Office.

Knowledge of archaeological field artifact identification.

Knowledge of the Klamath, Modoc and Yahooskin Paiute cultural landscapes, such as villages, hunting and camping sites, gathering areas, or burial sites.

Knowledge of the history, cultural practices, and value systems of the Klamath, Modoc, and Yahooskin Paiute people.

Considerable knowledge of cultural resource management theories, practices, and principles.

Knowledge of public land survey system and experience with archaeological field survey methods.

Ability to read, analyze, and interpret general business periodicals, professional journals, financial reports, legal documents, technical procedures, and governmental regulations.

Able to read topographical maps and the ability to create sketch maps for site identification.

Ability to select and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Ability to quickly make sense of, combine, and organize information into meaningful patterns.

Ability to perform work outdoors in adverse weather conditions.

Able to communicate clearly and concisely with Committees, Tribal Government, federal, state, or local governmental agencies and archaeological consultants. Ability to prepare written as well as present oral reports in a clear and concise manner. Effective in presenting information to top management, public groups, and/or boards of directors.

Able to write reports, business correspondence, and procedure manuals, respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Able to read and understand Environmental Impact Reports, Archaeological Addendums, Site Records, and other professional documents and/or terminology used by developers and governmental agencies to reference projects/proposals.

Ability to maintain strict confidentiality in order to protect the integrity of The Klamath Tribes' cultural resources.

Ability to manage one's own time and time of others.

Must be responsible and reliable.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Master's Degree in Anthropology or related field.
- **REQUIRED** to be registered with Oregon SHPO Office.
- **REQUIRED** to write professionally, clearly, and succinctly; must submit a writing sample with application which reflects this requirement.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to and clear an alcohol/drug screen and/or random testing if required in the contractual agreement with entity responsible for excavation.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

**Preferred Qualifications:**

- Previous background involving training and/or experience in archaeology survey or sub grade excavation for construction projects.
- Previous work history, with good references will be considered.

**INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

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| <b>EMPLOYEE ACKNOWLEDGEMENT:</b>   |                             |
| I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice. |                             |
| <b>Employee (printed name)</b>   | <b>Employee (signature)</b> |
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