



**SPOKANE TRIBE OF INDIANS  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 206, WELLPINIT, WA. 99040  
PHONE (509) 458-6583 FAX (509) 458-6556**

**JOB ANNOUNCEMENT**

**VACANCY ANN. #:** STOI-20-108  
**TITLE:** PROJECT ARCHAEOLOGIST, BPA SURVEY  
**SUPERVISOR:** PRESERVATION PROGRAM MANAGER  
**DEPARTMENT:** PRESERVATION DEPARTMENT  
**LOCATION:** WELLPINIT, WA  
**STATUS:** REGULAR/FULL-TIME  
**RATE OF PAY:** \$23.00 to \$28.15/PER HOUR, DOQ, DOE  
**OPENING DATE:** FEBRUARY 17, 2021  
**CLOSING DATE:** OPEN UNTIL FILLED

**SUMMARY:**

This position serves as the project lead for the Spokane Tribe of Indians Preservation Program (STIPP) on NHPA Section 106 cultural compliance work on and off the Spokane Reservation funded by annual contracts with the Bonneville Power Administration (BPA) and Bureau of Reclamation (BoR). (S)he will conduct cultural survey, testing, and site monitoring, seeing the projects through to completion in fulfillment of the responsibilities as stated in associated contracts. The Project Archaeologist will adhere to professional standards of archaeological practice and ethics. This position reports to the STIPP Principal Investigator (PI).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Support all aspects of NHPA Sections 106 and 110 cultural compliance work contracted to the STIPP
- Field Survey: lead a crew of technicians in reconnaissance, intensive, and sub-surface survey; sampling by predictive modeling; handling of field collections
- Documentation of the results of investigations (i.e., daily field notes, daily summary reports, management recommendations to the PI; site reports for all sites located during survey)
- Produce professional quality site forms and technical reports with assistance of Principal Investigator
- Technical support of the Principal Investigator's efforts (project related research designs, archival and ethnographic research, final project documentation, and preservation planning)
- Manage multiple project deadlines
- Train and supervise Archaeological Technicians in safe and best field practices
- Added Duties: public outreach (effectively present cultural information at the Interstate Fair, school educational presentations, and culture week), student intern supervision
- Proper use of safety equipment and safe work practices
- Attend and contribute to technical meetings as needed
- Minimal overnight travel as required for occasional technical meetings and trainings

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge and ability to use common archaeology hand tools (shovel, pick, trowel, screen, etc.) and should be able to lift 5 gallon buckets of dirt.
- Must be able to walk up to 5 miles per day in various weather conditions (often inclement) and over difficult terrain at times.
- Ability to write clear and concise field reports summarizing theory, methods, and results of investigations.
- Ability to manage time and resources effectively.

**SPECIFIC TECHNICAL REQUIREMENTS:**

- Secondary archival literature and map research
- Training and supervision of field personnel in the use of proper archaeological methods and proper artifact handling and description
- Create methodological approaches for thorough and efficient survey and excavation
- Perform test unit and shovel test excavations; identify, describe artifacts and features
- Sketch profiles of excavated units
- Document all aspects of field investigations using sketch mapping, Trimble Geo XT GPS, and digital photography
- Conduct laboratory analysis and secondary research of artifacts and features exposed/recovered from survey and excavation
- Participate in burial recovery excavations and documentation of naturally disinterred ancestral remains
- Compile results of field investigations in professional quality reports in a timely manner to fulfill contractual obligations
- Work with Tribal Elders, confirming and recording pertinent site information
- Evaluation of archaeological and ethnographic sites on and off the Spokane Indian Reservation

**MINIMUM REQUIREMENTS:**

- Must meet the Secretary of the Interior Standards for Professional Archaeologists;
  - Graduate degree in Anthropology or Archaeology and a minimum of one year of field and analytical experience (Plateau culture area desired).
  - Demonstrated ability to carry research to completion.
- Must have a valid Washington State Driver's License, good driving record and be tribally insurable.

**Applications Are Available In the Tribal Human Resources Department**

**P.O. Box 206, Wellpinit, WA 99040 or at [www.spokanetribe.com/jobs](http://www.spokanetribe.com/jobs)**

**Contact: Sabrina McCoy or Andrea Flett**

**PH: (509) 458-6583 or (509) 458-6527, FAX: (509) 458-6556**

**E-mail: [hrrfrontdesk@spokanetribe.com](mailto:hrrfrontdesk@spokanetribe.com)**

**Applications Must Be Received In The Human Resources Department No Later Than  
4:30 p.m. on The Closing Date**

**The Spokane Tribe Reserves The Right To Hire According To Its Indian  
Preference Policy**

**Applicants Are Subject To A Pre-Employment Drug Test**

**Positions With The Spokane Tribe Are Subject To A 90-Day Orientation Period**