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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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**Juan Venegas**  
Tribal Chairperson

**Dolores Raglin**  
Vice Chairman

**Jessica Jim**  
Tribal Secretary

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**Date: November 23, 2011**  
**Job Posting Summary**

**Position: Tribal Archaeologist/NEPA Coordinator**  
**Department: Archaeology**  
**Reports to: Tribal Administrator**  
**Status: Permanent fulltime**  
**Position: Exempt; supervises Cultural Monitors/Project coordinator**  
**Salary: \$55,000 annually**

**Indian preference in accordance with the Indian Preference Act of 1934, application for this position must verification of Indian blood, if Indian heritage is claimed.**

**Summary: The archaeologist will be the project manager for the Tribes Cultural Resources Program. In general this position will be responsible for the operations and continual development of the cultural resource program and Tribal Historic Preservation Office. Responsibilities include coordinating the environmental review of Tribal Housing, Roads, Casino, and Natural Resource projects, as well as coordinate review and comments of the federal, state, county, and special resource district environmental assessments.**

**Responsibilities:**

- **Review land management agencies projects for compliance with the National Historic Preservation Act, and its implementing regulations, as well as other cultural resource laws and regulations such as ARPA, NAGRPA, and the American Indian Religious Freedom Act.**
- **Preparing and reviewing various agreement documents such as memoranda of agreement, programmatic agreements, historic properties treatment plans, and historic property management plans.**
- **Coordinating consultation and mitigation efforts.**
- **Planning, directing, coordinating and performing a variety of tasks related to the direction and management of a cultural resource program, and interpreting cultural resource law to staff and the public.**
- **Contact project proponents and other public entities on cultural resource undertakings that include projects that are of a highly sensitive nature.**
- **Project management for environmental review. Environmental review consists of timely review and responses to federal, state, and county environmental assessments as well as timber harvest plans.**

- Functions as the principal investigator during excavation and recordation of subsurface features and artifacts; writing research designs to test/evaluate sites for the National register of Historic Places (NRHP).
- NRHP nominations and professional correspondence; preparing damage assessment reports for ARPA violations and other disturbances to cultural resources; conducting archaeological, ethnographic, and historical data and literature searches, reviews and personal interviews to compile information, and present the information in written and spoken format.
- This position works closely with the Environmental and Natural Resource Departments in drafting environmental assessments and categorical exclusions for cultural resource projects for projects, allotments, and renewals, make recommendations as necessary for strong NEPA documents.
- Train and supervise Tribal cultural Resource Monitors in field survey, site identification, site testing, and preparation of field reports.
- Project Management for traditional plant and animal Inventory.
- Grant writing for relevant cultural resource preservation and protection
- Coordination of the Native American Graves Repatriation Program.

#### Qualification/Experience

- M.S. degree in Anthropology or Archaeology
- Familiar with sections 106 and 110 of the NHPA, as well as understanding and working with the various programmatic agreements and protocols established by land management agencies as diverse as the US Forest Service, Bureau of Land Management, National Park Service, Federal Regulatory Commission, and other state, private, and federal agencies.
- Demonstrated background in National Environmental Policy Act.
- Comparable combination of education and experience.
- Experience with Indian Programs, including budget management, personnel management, and successful grant management.
- Must have or be able to acquire a California drivers license.
- Must be willing to submit to and pass a pre-employment drug screen the Pit River Tribe is a Drug Free Work Place.

**Note:** This position requires an awareness and deep appreciation of Indian tradition, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contact with Indian People and Organizations. This requires tact courtesy, confidentiality, discretions, resourcefulness, and good judgment in handing sensitive issues.

The contact for this position will be the Tribal administrator:

Charles W. White

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