



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Tribal Archaeologist
SUPERVISOR: Tribal Historic Preservation Officer
LOCATION: LDF Tribal Historic Preservation Office
POST DATE: March 22, 2024
CLOSING DATE: April 5, 2024

General Description: The primary responsibility of this position is to conduct archaeological investigations prior to Tribal and Federal undertakings on Reservation lands; provide technical assistance in the identifications of cultural resources, sites, and areas of significance to the Lac du Flambeau Band. Keep detailed records assuring completeness and accuracy of activities carried out in the field, including field notes, survey reports, site reports, data entry, updating maps, etc.

Qualifications: Bachelor's in Anthropology/Archaeology or related field required. Two field seasons of experience, which includes pedestrian survey and shovel testing is required. Experience in reading maps, using compasses, taking GPS points, and keeping quality notes is required. Experience supervising crew members in the field preferred. Experience with computer applications including Microsoft Word, Access and Excel is preferred.

Salary: \$25.00-\$28.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Tribal Archaeologist

B. DEPARTMENT: LDF Tribal Historic Preservation Office

C. SUPERVISOR'S TITLE: Tribal Historic Preservation Officer

D. DESCRIPTION OF DUTIES: The Tribal Archaeologist will be responsible for conducting archaeological investigations prior to Tribal and Federal undertakings on Reservation lands, providing technical assistance in the identifications of cultural resources, sites, and areas of significance to the Lac du Flambeau Band, either alone or with a field crew. Keep detailed records assuring completeness and accuracy of activities carried out in the field, including field notes, survey reports, site reports, data entry, updating maps, etc. A secondary responsibility is to assist in file maintenance and project paperwork which may include literature research and oral interviews. All work must be conducted in an efficient, professional manner following the *“Manual for Investigations Conducted for the Tribal Historic Preservation Office within the Exterior Boundaries of the Lac du Flambeau Indian Reservation.”* Specific responsibilities include, but are not limited to the following:

1. Locate, evaluate, and map historic and archaeological properties prior to Tribal and Federal undertakings within the boundaries of the Lac du Flambeau Reservation.
2. Perform archaeological surveys under contracts as directed by the Tribal Historic Preservation Officer.
3. Develop and carry out management plans for site protection and monitoring.
4. Conduct face to face consultation with tribal members, elders, staff, and community members prior to proposed projects on Tribal Lands, under the supervision of the Tribal Historic Preservation Officer.
5. Conduct research related to the history and archaeological record of the Lac du Flambeau area.
6. Complete necessary documents for grants received for Historic Preservation activities such as final reports, interim reports, etc.
7. Create field training opportunities.
8. Advise the Tribal Historic Preservation Officer, Tribal Cultural Committee, and Tribal Council on local, state, and federal historic preservation issues.
9. Assist in development of a comprehensive reservation wide historic preservation plan.
10. Serve as archaeological advisor and consultant to the George W Brown Jr. Ojibwe Museum and Cultural Center.
11. Oversee and direct maintenance of historic preservation site, survey, and building files, maps, database, and GIS layers.
12. Conduct field work including walk over survey, subsurface shovel testing, and equipment maintenance under the supervision of the Tribal Historic Preservation Officer.
13. Attend Tribal Council meetings, as needed, for tribal action regarding archaeological surveys and protection of tribal cultural, sacred, and historic resources.

14. Provide public education presentation on archaeology, history, and Tribal Historic Preservation activities.
15. Review projects submitted through the Tribal Land Use Application process and provide recommendations and issue permits.
16. Assist in carrying out project activities for other grants and contracts.
17. Conduct site and project monitoring for the protection of identified historic properties.
18. Participate in the sugar bush site mapping and management strategy project.
19. Cataloguing and preparing artifacts for curation at the George W Brown Jr Ojibwe Museum and Cultural Center.
20. Conduct oral interviews with community members, in conjunction with archaeological investigation as well as historical and community projects.
21. Attend Cultural Committee, community meetings and council meetings as requested.
22. All other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Interacts with THPO on a regular basis, along with inter-departmental program staff, Cultural Committee Members, Tribal Administration and leadership.
2. **External:** Frequent interaction with community members, elders, Museum staff, and archaeological professionals, other Tribal Representatives across the state; and infrequently with State, Federal, and local agency representatives.

F. SUPERVISORY RESPONSIBILITIES: Supervisory experience in the field when needed.

G. SUPERVISION RECEIVED: Tribal Historic Preservation Officer

H. EDUCATION: Bachelor's in Anthropology/Archaeology or related field. An inhouse training in Federal, State, and Tribal Law, as well as tribal archaeology methods and techniques, will be given upon employment.

I. EXPERIENCE: Two field seasons of experience, which includes pedestrian survey and shovel testing is required. Experience in reading maps, using compasses, taking GPS points, and keeping quality notes is required. Experience supervising crew members in the field preferred. Experience with computer applications including Microsoft Word, Access and Excel is preferred.

J. SKILLS:

1. Must be able to lift moderate loads up to 30lbs and work in rough terrain.
2. Excellent communication skills and the ability to follow specific instructions are critical.
3. Must be able to dig shovel test, on some days, over 100 tests.
4. Must be able to lift and sift the soil in the screen, lift loads of equipment, and carry equipment in to the woods.
5. Must be able to accurately map and document field activities and sites.
6. Must be able to monitor construction projects, which involves observing ground disturbance caused by heavy machinery.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Office and field environment.
2. **Exposure to Hazards:** Walking through rough terrain, downed trees, steep slopes, insects, poison ivy, heat, and sometimes mild rain.
3. **Physical Requirements:** Ability to lift 30 pounds frequently, travel by canoe or boat or other motor or unmotorized vehicles.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Tribal Archaeologist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resource Director **Date**