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**INDIANA
JOINT FORCES HEADQUARTERS
NATIONAL GUARD**
2002 SOUTH HOLT ROAD
INDIANAPOLIS, INDIANA 46241-4839



May 8, 2015

STATE JOB OPENING

POSITION: ENVIRONMENTAL MANAGER 2 – ARCHAEOLOGIST

LOCATION: CAMP ATTERBURY, EDINBURGH, INDIANA (10056811; **Job ID # 596216**)

SALARY: \$1,488.00 bi-weekly; \$38,688.00 annually

PURPOSE OF POSITION/SUMMARY:

Position serves as the primary archaeologist for the Indiana Army National Guard, focusing on archaeological resources at the Camp Atterbury Joint Maneuver Training Center (CAJMTC) and the Muscatatuck Urban Training Center (MUTC). Incumbent assists in the development of inventories of National Guard archaeological resources by performing archaeological surveys, conducting historic research, and writing technical reports as directed by the Cultural Resource Manager. Army Regulations AR 200-1 and the Department of Defense (DoD) Instruction 4715.3 requires identification, evaluation, protection and management of cultural resources located on lands used for military activities. The incumbent reports to the Cultural Resource Manager.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Assists the Cultural Resource Manager and the Military Department of Indiana (MDI) Environmental Management Branch Chief with the implementation of the Cultural Resources Program to ensure compliance with appropriate federal, state, and local regulations associated with identification, management and preservation of cultural resources under the control of the Indiana Army National Guard (INARNG);
- The Archaeologist conducts work primarily at Camp Atterbury, but will also conduct work at INARNG locations and properties throughout the State;
- Assists in the assessment, inventory, management, and preservation of cultural resources to ensure compliance with appropriate federal, state, and local regulations; All inventories, including site, historic structure, and section 106 compliance are maintained in a GIS database;
- Attends professional training, workshops, conferences and meetings at the federal, state and local level, as directed by the Cultural Resource Manager to ensure proficiency in the areas of cultural and historic management;
- Attends environmental training, workshops, and conferences;
- Assists the Cultural Resource Manager with implementation and revisions of the Integrated Cultural Resources Management Plan (ICRMP);
- Consults with and advises the Natural Resources Manager or equivalent on the Cultural Resources Management (CRM) portions of the Integrated Natural Resources Management Plan;
- Consults with the Indiana State Historic Preservation Officer (SHPO);
- Conducts Section 106 processes by evaluating previous Section 106 project specific shapefiles in GIS database and updating/editing shapefiles to maintain proper documentation for future usage in DHPA/INSHPO Section 106 review submittals; will properly utilize GIS shapefiles to create maps included

in Section 106 DHPA/INSHPO submittals

- Conducts field surveys IAW the NHPA and the ICRMP
- Evaluates INARNG properties for cultural resources as well as reviews previously evaluated sites for consistency with current technology and generally accepted scientific protocol;
- Conduct awareness level training for troops as necessary in conjunction with Environmental Management System (EMS);
- Maintain cultural resource data on National Guard Bureau (NGB) database;
- Other duties as assigned.

NONESSENTIAL DUTIES/RESPONSIBILITIES:

- Assist with prescribed fire and wildfire response;
- Assist with emergency spill response;

JOB REQUIREMENTS:

The position requires the minimum qualifications set forth by 312 IAC 21-3-4 for a field or laboratory technician. These stipulate: A technician must have been an assistant supervisor or field-crew member with experience in archaeological field techniques and methodologies and must be experienced in all varieties of laboratory analysis and techniques. Incumbent must hold a bachelor's degree in anthropology or a closely related field, with a specialization and course work in archaeology. In addition, the following requirements apply:

- Three (3) years of experience in Midwestern prehistoric archaeological fieldwork, or
Three (3) years of experience in historic archaeology fieldwork;
- Demonstrated ability to carry research to completion;
- Demonstrated ability to evaluate, delineate boundaries, and inventory archaeological sites in the field;
- Intimate knowledge and extensive experience with GIS software;
- Familiarity with Federal, State, and local laws and regulations relevant to a Cultural Resources Program. In particular, knowledge of Sections 106 and 110 of the National Historic Preservation Act (NHPA), the Native American Graves Protection and Repatriation Act (NAGPRA), and the Archaeological Resources Protection Act (ARPA);
- Specialized knowledge of the Archaeology and history of Indiana and surrounding states, Archaeological survey methods, including standards and practices in Indiana;
- Ability to work with historians, architects, contractors and SHPO regarding historic structures;
- Specialized knowledge of regional, State, and local sources appropriate for records research;
- Ability to prepare collections and records for curating;
- Ability to perform public speaking, training, and dialog with non-environmental, military personnel;
- Must have writing ability, including technical reports, interagency correspondence, and interagency agreements;
- Must have knowledge of and experience with GIS software and management of cultural resources;
- Thorough knowledge of military land use requirements and impacts on training;
- Ability to work outdoors in adverse weather conditions;
- Ability to lift up to 50 pounds;
- Ability to develop, track and maintain project budgets;
- Must have and maintain a valid Indiana driver's license;
- Must be able to obtain a military issue CAC card for computer use;
- Perform duties as assigned.

PREFERRED COMPETENCIES-KNOWLEDGE/SKILLS/ABILITIES:

- Specialized knowledge of Federal, State, and local laws and regulations relevant to a Cultural Resources Program. In particular, knowledge of Sections 106 and 110 of the National Historic Preservation Act (NHPA);
- Specialized knowledge of the National Environmental Policy Act (NEPA) as it relates to cultural resources and 32 CFR 651;

SUPERVISORY RESPONSIBILITIES/DIRECT REPORTS:

Incumbent has no direct supervisory responsibility. However, incumbent is responsible to monitor contracts, contractors, civilian employees, military personnel, and the general public to ensure their actions are compliant with relevant laws, regulations, and resource management plans.

DIFFICULTY OF WORK:

Incumbent follows guidelines of INARNG Cultural Resources Management Plan (ICRMP), SHPO, NGB and Department of the Interior and generally accepted professional archaeology practices.

Incumbent follows general agency guidelines and objectives specific to ICRMP and other regulatory requirements. Incumbent uses judgment in supplying cultural information to multiple stakeholders using Risk Communication methods.

- Incumbent uses technical data, laws, regulations and procedures but must adapt and apply these to solving broad issues and problems with minimal supervision.
- Incumbent generally works independently and is required to formulate ideas, use initiative and creative thinking, develop alternatives, make decisions and recommendations for projects and programs based on complex regulations and laws, funding issues, and various interrelated factors.
- Interpretation and implementation of legislation and regulations may be extremely difficult.
- Work often involves working with groups having conflicting objectives on multi-faceted problems, requiring a high-level of decision-making, problem solving and diplomacy.
- Incumbent will be exposed to biting, stinging, poisonous, or vector species during execution of assigned responsibilities.

RESPONSIBILITY:

Incumbent receives general guidance on objectives and results desired. Incumbent makes decisions and recommendations pertaining to management and dissemination of information of cultural resources to and for the Indiana Army National Guard Cultural Resource Manager and Supervisory Environmental Specialist Manager of the MDI. General duties are conducted independently. Incumbent is the field subject matter expert for the state of Indiana. Incumbent assists with the implementation of the Integrated Cultural Resources Management Plan to obtain objectives and monitors cultural resources, assesses and documents disturbances, and provides for planning and consultation when undertakings might affect cultural resources. Refers to supervisor those matters that require formulation of policy, and discusses matters likely to generate significant controversy or interest. Technical recommendations and decisions are considered accurate.

PERSONAL WORK RELATIONSHIPS:

The work relationships are broad in scope and include direct contacts with Post Commander, directorate managers, supervisors, architect-engineers, contractors and operating personnel. There may also be contacts with elected officials, environmental groups, regulatory agencies and the general public. The ability to maintain favorable relationships with Federal and State regulatory agencies and with Army or Department of Defense consultants is required.

PHYSICAL EFFORT:

Majority of incumbents duties are performed indoors in a modern office environment. However, fieldwork requires greater than usual physical exertion to hike across rugged terrain with heavy equipment and to occasionally be exposed to extreme weather conditions for extended periods. Projects may extend beyond normal duty after dark and involve weekend work as mission dictates. Fieldwork for this position is expected to vary depending on program objectives but is anticipated to be 25% of the time during any given performance period.

WORKING CONDITIONS:

Work is in an office or laboratory environment, although, incumbent must frequently conduct on-site fieldwork. Field work may involve collection of natural or cultural resource samples in mature forests or from water bodies by wading, boating, or accessing from shore or bridge or rough terrain. During the sampling, the incumbent may have to work in inclement and severe weather conditions. While sampling, incumbent occasionally may be exposed to fumes, acids or some unknown toxics as well as poisonous plants and biting/stinging animals. Based on job requirements, protective gear such as personal flotation devices, chest waders, gloves, safety glasses, hard hat, and hearing protection will be worn during certain field sampling activities while eye goggles, face shields, aprons, and powder-free chemical resistant gloves are worn when working with chemicals. Incumbent may be exposed to unexploded ordnance (UXO) hazards during the course of any work conducted on training lands.

CLOSING DATE: JUNE 3, 2015

(Applications must be submitted by this date)

APPLY ON-LINE AT: www.IndianaStateJobs.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER