



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

10-05-2017

LOWER SIOUX INDIAN COMMUNITY CULTURAL SITE MONITOR - JOB DESCRIPTION

JOB TITLE: Cultural Site Monitor
DEPARTMENT: Cansayapi Cultural Department (CCD)
REPORTS TO: THPO, Cultural Department Director
STATUS: Part Time (20-25 Hours/Week)
FLSA STATUS: Non-Exempt
SALARY GRADE: 15N

SUMMARY:

The Cultural Site Monitor is a staff representative between Federal, State, Public, and County agencies and the Lower Sioux Indian Community Tribal Historic Preservation Office (THPO). The Monitor will be assigned to development/construction projects to participate and obtain firsthand knowledge of archaeological excavations and construction in areas that are known to have cultural sensitivity or have the potential for cultural deposit. It is anticipated that the Monitor will receive various assignments and that in some sensitive areas may encounter buried artifacts, features and possibly human remains. In addition, the Cultural Monitor will focus, identify and achieve job duties that meet the goals of LSIC's Preservation Plan and the Cansayapi Cultural Department Action Plan.

EDUCATION AND EXPERIENCE:

- 2-year post-secondary certificate in Computer Science, digital technology, archaeology, surveying or site monitoring certification/experience.
- Culturally sensitive and have a basic understanding of tribal cultural practices.
- Strong to excellent computer skills.
- Excellent oral and written communication skills
- Able to follow detailed directions
- Able to work well under pressure and in stressful situations
- Able to work independently as well as with others in a variety of conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A thorough knowledge of current local research methods and field application of archaeological principles; basic knowledge of federal, state, local and tribal laws pertaining to cultural resources.
- Ability to recognize cultural artifacts, human remains, village sites, midden deposits; must have the ability to read and develop maps.
- Monitor all ground distributing activity including mass grading, grubbing, weed abatement, trenching and any excavation on previously disturbed and undisturbed ground.

- Request excavation work to stop so that new discoveries can be evaluated.
- Help to ensure Native American human remains and any associated grave items are treated with culturally appropriate dignity.
- Attend/participate in job-related conferences & trainings.
- Prepare correspondence, reports, and other materials, including information of a confidential nature.
- Must be familiar with processing & preparing site/field forms, field reporting and establishing a centralized-digital database to house sensitive documentation.
- Set up and maintain confidential and legal files and records; edit reports, site records, and create maps as needed using coordinates-as needed.
- Maintain expertise in various computer software programs applied to specific tasks; (GPS) perform related duties as assigned.
- Specific knowledge and use of: Geo-mapping, GIS, GPR, and survey equipment.
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned

SKILLS KNOWLEDGE AND ATTRIBUTES:

- Valid Driver's License & Valid Auto Insurance
- Must be willing to travel extensively and on short notice
- Possible in-state and out-of-state travel required.

PHYSICAL REQUIREMENTS:

- Must be able to work long hours in outdoor weather conditions year-round, including high temperatures and direct sun.
- Monitoring requires high level of physical activity and you must be physically fit. Other activities may include hikes of various durations, with packs/equipment, and occasionally camping for projects that are inaccessible by vehicle.
- Willing to self-initiate duties and establish office responsibilities in the off-season: Mapping, archiving, or surveying.
- Must be able to lift at least 50 lb. to waist level and be able to walk carrying the weight.
- Must be able to work outdoors exposed to weather conditions on a daily basis which can range from 32 degrees F. to 115 degrees F.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____