

Class Concept

This is supervisory and managerial work in directing a unit of archaeologists and technicians that is responsible for the identification, inventory, evaluation, and management of prehistoric and historic archaeological sites located both on land and in underwater settings throughout the state, as well as the curation of data and artifacts associated with these sites. Work performed includes environmental review assessments and preparation of cultural resource planning documents. Other responsibilities may be planning and supervising field, library, and laboratory projects that involve the identification, evaluation, and excavation of archaeological sites and subsequent conservation, analysis, and publication activities. Positions in this class design and implement outreach activities for land managers and the public that explain the importance of archaeological resources and provide information about best management practices. Projects may require the coordination and supervision or contract, temporary and/or volunteer work crews that perform field and laboratory investigations.

Positions report to a section administrator or the State Archaeologist. Positions in this class, in consultation with the State Archaeologist, establish and coordinate a statewide program of prehistoric, historic, and underwater archaeology, establish the duties and responsibilities of the positions in the unit, and develop changes or growth in staffing based on departmental needs goals and budgets. Positions also determine priorities and develop project plans with input from staff archaeologists; determine appropriate project assignments based on the needs of the section; make assignments and oversee project development and progress; and develop standards of individual work performance in the unit according to established policies and procedures.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of all applicable federal and state laws regarding the treatment of archaeological sites
- Ability to review technical evaluative reports from private contractors or other government agencies and ability to apply the Secretary of the Interior's (SOI) guidelines in a timely and appropriate fashion
- Thorough knowledge of business and personnel administration
- Demonstrates proficiency using Microsoft Office Suite, ArcGIS, and other databases
- Intermediate knowledge of appropriate artifact preservation techniques
- Thorough knowledge of archaeological method and theory, research ques, and professional reference material necessary to identify prehistoric and historic artifacts and interpret and evaluate archaeological sites
- Thorough knowledge of North American and North Carolina prehistory and history
- Ability to communicate effectively in oral and written form
- Ability to supervise subordinate personnel in the identification, inventory, evaluation and preservation or research of prehistoric and historic archaeological sites
- Ability to supervise subordinate personnel in a professional office and/or laboratory setting
- Ability to establish and maintain effective working relationships in a diverse environment

Minimum Education and Experience

Master's degree or higher in North American archaeology, anthropology, or a closely related field from an appropriately accredited institution and six years of archaeological experience of which four must be supervisory experience; or

Bachelor's degree in North American archaeology, anthropology, or a related field from an appropriately accredited institution and eight years of archaeological experience of which six must be supervisory experience; or an equivalent combination of education and experience.