

Class Concept

This is supervisory and managerial work in directing a statewide archaeological program within the and Office of Archives and History, Department of Natural and Cultural Resources. The position supervises and manages professional archaeologists and technical and clerical support staff, who are engaged with designing, implementing and coordinating projects related to 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 associate with these sites. The employee and staff perform environmental assessments and cultural resource planning, and initiate extensive public educational and technical assistance contacts with the public and other governmental agencies. The employee is responsible for drafting legislation and administrative procedures to protect the state's archaeological resources and represents the OSA and the Historic Preservation Office as staff archaeologist of the North Carolina Historical Commission.

The employee provides technical and administrative supervision to the professional employees working in areas of historic, prehistoric, and underwater archaeology, as well as to the technical and clerical support personnel. Due to the staff's specialized areas of expertise within the field of archaeology, the degree of supervision varies; however, the employee can and does provide technical guidance in program planning and implementation, legal and regulatory activities, archaeological method and theory, research methods, as well as interpretation of laws and regulations. Employee establishes the objectives and priorities for the archaeological program based upon the overall program mission and assigns work to subordinates based upon specialization and/or geographical area of responsibility and adjusts as needed in response to identified priorities, especially to meet legally defined requires of environmental review. Duties are performed under the direct supervision of the Division Director and Deputy Secretary (SHPO).

Recruitment Standards

Knowledge, Skills, and Abilities

- Demonstrated knowledge of all Legal and Regulatory Activities (federal and state) regarding the treatment of archaeological sites.
- Demonstrated ability to review and comprehend a variety of policy and planning documents on the goals and operations of the OSA, HPO, division, and department.
- Demonstrated ability to review thematic and technical evaluative reports from private contractors or other governmental agencies and apply the Secretary of the Interiors (SOI) guidelines in a timely and appropriate fashion.
- Demonstrated experience in personnel management, records and operations management, and budget development and preparation.
- Demonstrated knowledge of archaeological method and theory, research techniques, and professional references facilities (archives, laboratories, etc.,) necessary to identify prehistoric and historic artifacts and interpret and evaluate archaeological sites.
- Thorough knowledge of North American and North Carolina prehistory and history. on land and in underwater settings throughout the state, as well as the curation of data and artifacts associated with these sites.
- Demonstrated ability to communicate effectively in oral and written form.

- Demonstrated ability to supervise subordinate personnel in the identification, inventory, evaluation, 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.
- Demonstrated ability to manage well-trained, experienced, and highly motivated professional and technical staff.
- Demonstrated 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 closely related field from an appropriately accredited institution and eight years of progressively related experience of which six must include supervisory experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.