

STATE ARCHAEOLOGIST**NATURE OF WORK IN THIS CLASS:**

Administers the Review and Compliance, Survey and Inventory program areas of the Historic Preservation Fund Grant under the National Park Service, U.S. Department of the Interior, and the Guam Historic Resources Division of the Department of Parks and Recreation.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Determines the need for archaeological surveys and salvage of government-owned or controlled lands; conducts comprehensive surveys of historic properties; processes and maintains survey data and reports.

Ensures compliance with the preservation and protection of historic and archaeological resources as required by the Historic Preservation Fund (HPF) program.

Develops and reviews research designs and scopes of work; reviews archaeological mitigation plans, archaeological impact assessments, and related project documents.

Develops and implements policies and other guidelines on the collection, identification, description, preservation and protection of archaeological and ethnological objects.

Engages in research activities and prepares synthesis of professional work suitable for public interpretation.

Prepares and administers the budget for historical preservation projects; administers policies for personnel, training and safety; and performs other administrative functions.

Serves as consultant to colleagues, representatives of the academic community and the general public.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and theories of archaeology, anthropology of the Pacific area, and prehistoric or historic archaeology.

Knowledge of archaeological research methods, practices and procedures.

Knowledge of the geography of the Pacific with emphasis on Guam and Micronesia.

Knowledge of Guam and Micronesia histories.

Ability to administer a comprehensive archaeology program.

Ability to analyze and identify archaeological data and make recommendations regarding salvage and preservation.

Ability to make decisions in accordance with program guidelines.

Ability to interpret and apply pertinent laws, regulations, and other program guidelines.

Ability to evaluate operational effectiveness and recommend and implement appropriate changes to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare archaeological research papers and other reports.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized or accredited college or university with a Master's in archaeology, anthropology, or closely related field; at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management (to include demonstrated ability to carry research to completion); at least four months of supervised field and analytic experience in general western pacific archaeology; and at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric or historic period.


ESTABLISHED: July 1980

AMENDED: August 2006

PAY GRADE: O

HAY EVALUATION:

Know How -	FI3	264
Problem Solving -	E3(38%)	100
Accountability -	E2C	<u>115</u>
		479


LOURDES M. PÉREZ, Director
Department of Administration