

CITY ARCHAEOLOGIST

JOB DESCRIPTION

Classification Responsibilities: The City Archaeologist is responsible for performing professional archaeology review, consultation, and analysis work for the City to ensure compliance with federal, state, and local laws and regulations. This position supervises the City's Historic Preservation Officer (HPO) and coordinates with them on historic preservation for new project developments, which includes but is not limited to: generating archaeological impact reports for proposed sites; submitting reports on behalf of the City's Historic Preservation Office for required reviews in accordance with Section 106 of the National Historic Preservation Act of 1966; and considering any issues and potential disturbances identified through consultation with community groups. The City Archaeologist performs archaeological reviews for all potential site developments on City property, which includes reviewing and updating procedures and coordinating with the State Historic Preservation Office to ensure compliance with programmatic agreements with the City and State HPO, state regulations, tribal entities, and other stakeholders. Duties also include: providing technical and policy guidance to City staff throughout the duration of development projects; serving as a liaison between neighboring governing agencies and tribes related to archaeological sites and working to promote positive relations and collaboration; and providing general assistance to private developers and the public by handling all inquiries related to archaeological review requests, questions, and concerns. Along with the City's HPO, the City Archaeologist is responsible for ensuring that the City remains certified in the Certified Local Government (CLG) program and eligible for grant funding by following all principles of the State of Arizona Historic Preservation Office. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the HPO by its responsibility for the archaeological assessment of cultural resources in the City and the performance of archaeological reviews of both existing buildings and potential development sites to protect these resources, while the latter is responsible for supporting the protection of existing City historical buildings and architecture. The City Archaeologist performs work that requires a broad knowledge of the principles and techniques of archaeology, historic preservation, and professional planning and development fields. Work requires considerable independent judgment and initiative in combining a broad scope of archaeology, historic preservation, and professional planning knowledge and analytical judgments in order to resolve a variety of complex, technical problems. Incumbents are required to carry out assignments without detailed instruction or guidance. This class is supervised by the Planning Director who assigns and reviews work through meetings, conferences, evaluations, reports, and results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Archaeology, Anthropology, Historic Preservation, Architecture, Urban Planning, or a related field. Considerable (3 - 5 years) professional archaeological experience.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must obtain an Arizona Antiquity Act Permit within 6 months of hire/promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Archaeology, Anthropology, Historic Preservation, Architecture, Urban Planning, or a related field. Membership in the Arizona Archaeological Society.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, private development interests, City Council, other government agencies, boards and committees, local tribal governments, and property owners to explain archaeological and cultural resources management policies and procedures and discuss program activities. Prepares and presents various comprehensive reports to boards, agencies, and the general public. Prepares and presents reports on project analyses, position papers, proposed strategies, and other information. Meets with property owners to review and discuss archaeological and cultural policies including resource management and potential impacts to archaeological and cultural resources and archaeologically sensitive properties. Conducts community-wide training and awareness activities on archaeological and cultural resources management policies for archaeological and cultural resources and archaeologically sensitive properties.

Manual/Physical: Operates a motor vehicle requiring a standard Class D Arizona Driver's License to visit potential archaeological and cultural resources and archaeologically sensitive properties. Attends meetings with contiguous jurisdictions, tribes, and the county and state and cultural resources management related to archaeological and cultural resources and archaeologically sensitive properties. Attends meetings of the City Council, the Historic Preservation Board, other boards and committees, neighborhood and/or property owners, and makes presentations on archaeological and cultural resources and archaeologically sensitive properties. Uses a personal computer (PC) to view, revise, or create reports, databases, maps, graphics, or spreadsheets. Uses engineering and architectural scales to determine property dimensions, location of archaeological and cultural resources, and archaeologically sensitive properties. Inspects or reviews sites that could be archaeologically sensitive.

Mental: Plans, coordinates, and supervises the work related to archeological resources, archaeologically sensitive properties, and cultural resource reviews. Translates the goals, objectives, and policies related to archeological resources and archaeologically sensitive City properties into programs, projects, and activities. Provides technical, historical, archaeological, and cultural resource policy guidance to City staff, government officials, boards, committees, and regional, state, and national preservation agencies. Performs Section 106 and zoning impact reviews related to archaeological and cultural resources and archaeologically sensitive properties. Conducts site plan reviews and makes recommendations and/or decisions on proposed changes for archeological resources and archaeologically sensitive properties. Writes and administers grants for archaeologically related activities. Defines and reviews issues of archaeology as they relate to the City and City projects.

Knowledge and Abilities:

Knowledge of:

professional archaeological principles, methods, materials, and practices;
principles and practices of historic preservation programs, City policies and ordinances, City zoning codes, site plan review methods, urban planning, and design principles;
federal, state, and local laws, regulations, and ordinances pertaining to archaeological resources and historic preservation;
community needs and interests as these needs relate to the study of Native American cultures and the records of early Native American ethnology;
museum practices and methods, including the presentation of exhibits, proper methods of storing and processing a variety of museum specimens, and the general care of properties in an archaeological museum;
accessioning, cataloging, and indexing of archaeological and ethnological materials;
funding sources for historic and archaeological preservation;
research techniques and report writing;
personal computer software applications, particularly spreadsheet applications; and
modern principles and practices of supervision.

Ability to:

conduct and supervise archaeological research;
work cooperatively with the general public, other professionals, and other City departments;
perform research, write reports, and present effective oral and written descriptions in the English language of museum exhibits and activities as well as City archaeological projects;
perform a broad range of supervisory responsibilities over contractual or City staff;
translate goals and objectives into workable plans, programs, and activities;
develop policies and initiate ideas and recommendations to City management;
work cooperatively with other City employees, contractors, and the public;
communicate verbally with customers, clients, or the public in face-to-face one-on-one settings, in group settings, by written means, or by telephone, often in situations requiring tact and persuasion;
comprehend and make inferences from written materials such as census data, surveys, or governmental document reports;
produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
perform a broad range of supervisory responsibilities over others; and
establish and maintain effective working relationships with management, staff, neighboring governmental agencies, tribal entities, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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