

ARCHAEOLOGIST SUPERVISOR

This is supervisory and managerial work in directing a unit of archaeologists and technicians that is responsible for the conservation and management of historic and prehistoric land or underwater archaeological resources throughout the state.

Employees are responsible for projects involving the identification, evaluation and preservation of archaeological resources. Employees are responsible for planning and supervising major field and laboratory work of excavating, analyzing, exhibiting, preserving, and publicizing archaeological sites. Employees are responsible for initial investigations which involve both documentary and field research to identify archaeological resources and to propose their treatment. Employees report to a section administrator or the State Archaeologist and perform related duties as required.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees participate with the management team of the section or the State Archaeologist to determine long-range planning and priorities for the development of future sites and management of archaeological resources throughout the state. Employees determine priorities and develop project plans with input from lower level archaeologists in the unit. Employees make assignments and oversee project development and progress. Projects may require the coordination and monitoring of contract, volunteer, or temporary work crews that perform field and laboratory investigations.

Organizing and Directing - Employees establish the responsibilities of the positions in the unit and develop changes or growth in staffing based on budgets, long-range goals and needs of the section. Employees determine appropriate project assignments based on the specific goals and objectives of the projects.

Budgeting - Employees determine budgetary needs based on previous year's expenditures and planned projects and proposed purchases for the coming year. Employees prioritize projects and needs and justify budgetary requests to the section administrator or State Archaeologist. Employees monitor the budget and expenditures throughout the year and justify unexpected needs and purchases to the section administrator.

Training - Employees determine staff development needs for the archaeological unit staff, research potential sources of training, and recommend in-house training or outside sources of training. Employees develop standards for archaeological projects and ensure that training is available to provide development of staff.

Setting Work Standards - Employees develop standards for individual work performance in the unit according to established policies and procedures.

Reviewing Work - Projects are discussed when assigned to staff to define the project, establish goals and schedules, and identify potential concerns. Work is discussed in progress as problems arise and reviewed upon completion to assure that overall section goals and policies are met.

Counseling and Disciplining - Employees resolve minor complaints and problems through discussion with subordinates. Serious actions are discussed with the section administrator or State Archaeologist to determine actions and ensure that established procedures are followed.

Performing Other Personnel Functions - Employees make decisions in the selection, appraisal, promotion, dismissal, and salary adjustments of archaeological staff and justify decisions to the section administrator or State Archaeologist.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable in nature with few changes in methodology, theory, and technology. Supervisory responsibilities are affected by changes in state/federal legislation governing environmental review and funding, archaeological resource protection, and historic preservation.

Variety of Work Supervised - Employees supervise a permanent staff of archaeologists and technicians. Projects may require the supervision of contract, temporary, or volunteer work crews.

Number of Employees Responsible For - Employees typically supervise two to four professional employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees discuss new projects or extreme problems with the section administrator or State Archaeologist prior to proceeding with implementation of the project or resolution. Most work is not reviewed except upon completion to ensure that program goals and objectives are being met.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - N/A

Fluctuating Work Force - The number of contract or temporary employees varies based on the number and size of archaeological projects.

Physical Dispersion of Employees - Projects require employees to travel around the state.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, And Abilities - Extensive knowledge of archaeological principles, research techniques, and professional reference facilities necessary to identify artifacts and interpret archaeological sites. Extensive knowledge of North Carolina and American prehistory and history. Considerable knowledge of artifact preservation techniques. Knowledge of business and personnel administration. Ability to oversee and supervise subordinate personnel in the survey and research of archaeological field sites. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements - Master's degree in archaeology, anthropology, or a closely related field and two years of archaeological experience; or graduation from a four-year college or university with a major in archaeology, anthropology, or a related field and four years of progressive experience in archaeology or archaeological preservation; or an equivalent combination of training and experience.