

Principal Archaeologist

Job Duties

1. Identify, develop, map, and maintain an inventory of locally significant natural, cultural, and historical resources for protection. Prepare, continually update, and implement a cultural-management plan for cultural sites, districts, and landscapes, where appropriate. Oversee the establishment and maintenance of databases and geographical information layers to manage information on archaeological and cultural resources, data and records. Support the development of county-wide historic, archaeological, and cultural resources inventories. Conduct research of written literature, historic records, maps and photographs to provide background for archaeological research and to assist with interpretation of cultural resources, and prepares reports of findings. Monitor archaeological and cultural sites to evaluate threats, changing conditions and public impact as part of a cultural resources management program.
2. Prepares or oversee archaeological services for county land and facilities; conducts inventory surveys to identify and evaluate archaeological sites and other historic properties and to determine the function, significance, interpretive potential and cultural values of these sites. Conduct data recovery prior to the development of county facilities, if there will be a loss or impact to archaeological resources; monitor construction for potential archaeological remains; conduct archaeological analyses; prepare archaeological reports and site maps in compliance with federal and State laws and regulations pertaining to archaeological and cultural resources. Determine property acquisition needs for historic properties, including buffers and new historic properties. Prepare and/or coordinate the preparation of regulatory documents such as Environmental Impact Statements, Environmental Assessments, Conservation District Use Applications, Special Management Area and other permits for the county government projects. As needed, consult with resource persons in the community and develop Cultural Impact Assessments in compliance with State laws and regulations. Respond to the identification of burial sites or human remains in compliance with State law and prepare burial treatment plans or other required documents.
3. Formulate and recommend policies for cultural resources management; implement and oversee cultural resource management programs. Assist in developing an Archaeological District Ordinance. Prepare or oversee the preparation of preservation plans for archaeological and cultural resources that outline short- and long-term preservation and mitigation measures.
4. Provide technical information for the development of interpretive materials (signs, brochures, displays and trails) based on archaeological and historical research.
5. Supervise archaeologists, volunteers and student interns assisting with archaeological fieldwork, analyses and other related projects.
6. Perform other related duties, as directed.

*Received at EACP meeting on
12/3/17 From Sandy Baz*