

Vacancy Notice

The Missouri Department of Natural Resources protects our air, land, water, and mineral resources; preserves our unique natural and historic places; and provides recreational and learning opportunities, while promoting the environmentally sound operations of businesses, communities, agriculture, and industry for the benefit of all Missourians.

[List of Employee Benefits](#)

Vacancy Title: **Archaeologist**

Position Number: **7010307**

City: **Jefferson City**

Division/Program: **Missouri State Parks / Historic Preservation Program**

Semi-monthly salary: **\$1,948.17 - \$2,117.17**

Posting Period: **August 20, 2019 – September 4, 2019**

Contact Information: **Toni Prawl (573) 751-7857 or Toni.Prawl@dnr.mo.gov**

Job Description:

The Review, Compliance, and Records (RCR) Unit within the Missouri State Historic Preservation Office (SHPO), Jefferson City, is a group of committed professionals that maintains the archaeological records, Cultural Resource Management (CRM) library/database and the office's Geographical Information System (GIS), reviews undertakings submitted by federal agencies and their applicants under Section 106 of the National Historic Preservation Act, manages the Native American Grave Protection and Repatriation Act (NAGPRA), state burials, historic cemeteries, shipwrecks and archaeology education. We're seeking an individual that enjoys working independently in a collaborative team environment and is capable of simultaneously managing projects that vary in scope, urgency, and complexity.

Job Description: This position will have primary duties involving coordination of SHPO responsibilities for federal undertakings pursuant to Section 106 of the National Historic Preservation Act of 1966, including but not limited to, review of initial project submissions, determination of eligibility, cultural resources management (CRM) reports and other documentation (data recovery plans), and the development of agreement documents with appropriate mitigation in consultation with stakeholders. The archaeologist occasionally will participate in the Section 106 process for buildings and bridges. Other duties include coordinating Unmarked Human Burial Statute and NAGPRA responsibilities, managing the geodatabase with information on Missouri survey and sites, assisting in the review of National Register nominations, and providing training on related topics to partners and the public.

Job Duties:

This description may not include all the duties, knowledge, skills, or abilities associated with this classification.

- Coordinate the review of undertakings submitted under Section 106 of the National Historic Preservation Act, assisting agencies planning and/or conducting archaeological surveys to identify, record, and preserve sites.
- Comment on determinations of eligibility, review CRM reports and other documentation (data recovery plans), and review agreement documents in consultation with agencies, federally recognized tribes, and interested parties.
- Manage the SHPO Geographical Information System (GIS) database of known archaeological sites and surveys and other cultural resources.
- Respond to inquiries regarding site locations and activities.
- Coordinate the Native American Grave Protection and Repatriation Act (NAGPRA) process and collections and state burials programs.
- Identifies, classifies, and catalogs artifacts for curation in state archaeological facility.
- Other duties may include assisting in the review of National Register nominations and providing training on related topics to partners and the public.
- Performs other related work as assigned.

Preferred Experience

- Comprehensive knowledge of the principles, practices, techniques, and ethics of archaeological survey, excavation, and laboratory operations.
- Comprehensive knowledge of the state's prehistoric and historic archaeological heritage and ability to interpret information.
- Comprehensive knowledge of archaeological mapping.
- Proficiency in ArcMap, ArcCatalog, and other ESRI products.
- Ability to plan, organize, and carry out assignments and manage a complex records system.
- Ability to conduct research for in-house projects and to provide assistance to the public.
- Ability to establish and maintain effective working relationships with state and federal agencies and federally recognized tribes, consulting parties, consultants, avocationalists and the general public.
- Comprehensive knowledge of effective communication/consultation methods required to interact with individuals of diverse backgrounds and cultures.
- Knowledge of federal law and regulations relating to Section 106, NAGPRA, and the National Register of Historic Places.
- Familiarity with history and historic architecture.
- Familiarity with word processing and spreadsheet software (particularly Microsoft Access), scanners and cameras.
- Experience with archives and/or collections management.
- Experience in working as part of an interdisciplinary team.
- Experience with tribal consultation.
- Experience with and ability to provide public archaeology programs.
- Ability to communicate clearly and effectively both verbally and in writing.
- *Applicants who meet the Secretary of the Interior's Professional Qualifications Standards in Archaeology*

Qualifications:

Applicants must meet one of the following eligibility requirements:

- A Master's degree from an accredited college or university in Archaeology, Anthropology, or a closely related field; and,
- One or more years of professional experience (or equivalent specialized training) in archaeological research, administration, or management; and four or more months of supervised field and analytic experience in general North American archaeology; and one or more years of professional supervisory experience in the study of archaeological resources of the prehistoric or historic archaeology periods.