



Who we are:

The TN Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Conserving and promoting natural cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 3,000 employees statewide supported by a total budget of more than \$400 million. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution.

About the Tennessee Division of Archaeology:

Created in 1970 by the Tennessee Antiquities Act, the Division of Archaeology maintains a statewide program in archaeology dedicated to the documentation and preservation of archaeological sites across the state.

Archaeologist 2 Tennessee Division of Archaeology Annual Salary Range: \$36,636 – \$58,620

Looking for an opportunity to work with a collaborative team in Tennessee State government? The Tennessee Division of Archaeology (TDOA) is seeking a professional archaeologist to join our team in Nashville, TN. This position will be responsible for managing the TDOA's archaeological collections, which includes the full range of materials found at archaeological sites in Tennessee. We are seeking candidates who have experience managing collections, a broad knowledge of Tennessee archaeology and geography, and direct experience using geographic information systems (GIS). Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in their assigned office.

Preferred candidates will have a history of working in a self-directed capacity with excellent time management skills. The position interacts with internal and external customers and requires the ability to provide excellent customer service as well as strong business acumen to maintain accurate inventory records. The position requires a valid driver's license, the ability to lift and carry artifact boxes, climb stairs and ladders, and occasional overnight travel. To apply for this position, please visit this website: <https://www.tn.gov/careers>.

Highlighted Responsibilities:

- Review Division guidelines and procedures for managing archaeological collections and update to reflect current industry standards and best practices.
- Design, implement and maintain an accurate artifact collections database and tracking system. Establish and maintain an intake process for new collections.
- Ensure artifacts are stored in appropriate archival containers.
- Oversee requests from scientists, museums, or other institutions to borrow an artifact or an entire collection from the Division of Archaeology. Define loan period and ensure artifacts or collections are returned in a timely manner.
- Report receipt of donations of artifacts from private individuals or organizations and log into database.
- When requested, conduct fieldwork on a statewide basis and/or answer requests for Site File information or technical assistance.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.