

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Title:** *Archeologist*  
**Department:** *Public Works - Engineering*  
**Reports to:** *City Engineer*  
**Status:** *Exempt /Non-union*

#### **Job Summary:**

Under general supervision of the City Engineer, the Archeologist identifies cultural and historical aspects of Native American artifacts for the City. Work involves surveying the Oak Harbor shoreline, documenting and inventorying cultural and historical findings.

#### **Essential Job Functions:**

1. Plan and conduct archeological research for permit documents, including management resource plans, environmental impact statements, archaeological overviews and assessments.
2. Develop and implement citywide cultural resource management plan in compliance with federal, state and local regulations.
3. Prepare oral and written presentations and reports outlining recommendations for policies, procedures, etc.
4. Provide cultural resource management orientation and training, to City personnel and the community, on protection of cultural resources.
5. Develop and manage community outreach with regard to archaeology and historic preservation.
6. Perform technical, archaeological, on-site fieldwork including collection and analysis of possible cultural and historical artifacts; conduct surveys and excavation; perform laboratory analysis as appropriate and prepare reports on findings, conclusions, and recommendations.
7. Act as a technical advisor to the City's Public Works Department for projects involving utility right of ways, new construction and maintenance of water, storm and sewer lines, and excavation.
8. In cooperation with other agencies, including Native American Tribes, other public agencies, and private business, coordinate and supervise multi-phased archaeological projects involving documentation, archival, and collections research; field investigations; laboratory analysis of recovered data; and professional report writing.
9. Provide archaeological advice and review on private industry construction where the City has project control through the issuance of building, planning, zoning, and construction permits.
10. Produce and maintain site-specific database(s) on research and field excavations.
11. Keep detailed records and prepare accurate written materials such as technical reports, letters and recommendations.
12. Manage contracts, develop budgets and pursue funding opportunities involving archaeology.
13. Consult with cultural resource professionals to keep informed of new developments and research techniques. Evaluate pertinent literature and keep up on new academic developments, concepts, and theories involving archaeology.
14. Research and prepare grant proposals to apply for funding for archaeological projects relative to construction and excavation (public and private developments) within the City.
15. Represent the City as a technical expert for cultural and historical aspects of archaeological findings and create written reports and verbal presentations, as appropriate.
16. Establish, coordinate, and maintain effective working relationships with City staff and officials, employees, contractors, developers, Native American organizations, other professionals, intergovernmental agencies and the general public; respond in a courteous and helpful manner sometimes in stressful situations.
17. Respond to sensitive and complicated inquiries or problems related to City projects and related programs or policies.
18. Incorporate appropriate GIS software and GPS technology into the job to perform archaeology review and analysis and provide comprehensive and scientifically sound answers to inquiries.

#### **Associated Job Functions:**

1. Attend various workshops, continuing education, meetings, seminars and conferences.
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills, and Abilities):**

- Considerable knowledge of fundamental principles, methods, and theories in archaeology acquired through a combination of education and work experience.
- Knowledge of cultural resources common to the region, including Native American cultures and historical backgrounds for tribes of the Pacific Northwest.
- Knowledge and understanding of the specific prehistoric and historic cultures and themes significant to the Pacific Northwest.
- Knowledge of and ability to apply modern technical research principles applied in archaeology.
- Knowledge of new developments in technical literature of archaeological and related scientific disciplines.
- Working knowledge of computer hardware, specialized archaeological software for GIS and GPS usage, and related applications to process and summarize field data and generate reports.
- Knowledge of and ability to use a variety of hand tools and other equipment used for archaeological fieldwork and research.
- Ability to effectively plan and accomplish technical research, archeological fieldwork, evaluate cultural and historic findings and make recommendations on mitigation alternatives and/or protection of archaeological resources.
- Ability to apply sound judgment, analytical and reasoning skills to complete work products.
- Ability to prepare complex written documents, reports and keep accurate notes for documentation purposes.
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics.
- Strong written and oral communication skills and the ability make public presentations before a variety groups and organizations.
- Strong interpersonal skills and the ability to establish and maintain effective working relationships with a variety of internal and external contacts, as well as the ability to handle sensitive situations with tact and diplomacy.
- Multitask and prioritize tasks in a team environment where interruptions can be expected.  
Utilize a personal computer and a broad variety of associated software, and other standard office equipment, as well as ability to learn and readily apply new specialized data systems.
- Work independently with minimal supervision to meet work expectations.

**Working Environment and Physical Demands:**

Work is performed in an office environment with sitting for extended periods of time and in the field in all types of weather conditions. Must be able to work outdoors in inclement weather; have the ability to be on one's feet, walking on all types of terrain and in all types of weather conditions in situations which can be hazardous, do physical demanding work including bending, twisting, reaching, stooping, and move in excess of 50 pounds on a frequent basis. Access all areas of City buildings, including stairs. Occasional travel to other City locations. Work requires a normal range of hearing and visual acuity, eye/hand coordination and fine manipulation skills to operate a personal computer, telephone system, and other equipment. Occasional attendance at evening meetings is required.

**Experience and Training Requirements:**

- Masters Degree in Archaeology, anthropology, cultural resource management or closely related field, **with** emphasis in Native American cultural and historical aspects of the field.
- Minimum of five (5) years of work experience as an archaeologist performing office and fieldwork in excavation and technical research, including cultural and historical aspects of Native American Tribes of the Northwest.
- Meet Secretary of Interior Standards for Professional Archaeologists.
- Must demonstrate knowledge of and proficiency with archeology-based GIS and GPS computer software (including but not limited to ESRI ArcGIS) and related applications for maintaining field data and generating reports.
- Completion of two (2) permits with the Department of Archaeology and Historic Preservation is desirable.
- PhD in Archaeology, Anthropology or closely related field is desirable.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.
- Valid Washington State Driver's License and a good driving record.
- Pass background (criminal records) and driver's abstract check.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: PW-Eng/HR 12/14  
Revised:

FLSA: Exempt  
Salary Range: --

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.