

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ARCHAEOLOGIST MANAGER

JOB DESCRIPTION

Employees in this job serve as professional managers, coordinating and directing the work of professional Archaeologists. The employee, under general supervision, works within general methods and procedures, and exercises considerable independent judgement to adapt and apply the guidelines to specific situations, as needed. The work requires knowledge of the policies, procedures, and regulations of archaeological research programs, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Archaeologist Manager-3

Archaeologist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Archaeologist Manager-4

Archaeologist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Evaluates environmental impact statements and makes determinations concerning the proper treatment of known or potential archaeological resources.

Evaluates survey and excavation reports to identify archaeological sites for listing in state or national registers and prepares nomination forms.

Identifies potential excavation and restoration projects for grant-in-aid assistance.

Conducts archaeological research and prepare reports for publication.

Serves as a member of the state's underwater salvage and preserve committee.

Signs permits for recovery of abandoned property and inspects submerged cultural resources as necessary and feasible.

Serves as a liaison with other agencies and commissions having an impact on, or interest in, archaeological resources.

Plans and approves archaeological excavations on state-owned land.

Participates in planning activities necessary for execution of the state's historic preservation program.

Oversees and contributes to the development of the state archaeological site file.

Makes presentations on archaeological topics to public and private groups.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles, practices, and techniques of archaeology.

Thorough knowledge of the methods and sources of archaeological site research.

Thorough knowledge of the methods of historic and archaeological site restoration.

Thorough knowledge of the techniques of archaeological excavation and the processing and analysis of historic artifacts.

Some knowledge of supervisory and training techniques.

Some knowledge of personnel policies and procedures.

Ability to plan and conduct archaeological research.

Ability to supervise others in archaeological excavations and analysis.

Ability to prepare, analyze, and evaluate reports of archaeological research.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Some jobs may require travel.

Some jobs require walking to project site over a variety of different terrains.

Some jobs require making presentations to an audience.

Physical Requirements

Some duties require an employee to lift 50 pounds.

Education

Possession of a bachelor's degree in archaeology or a field of anthropology.

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Experience

Archaeologist Manager 14

Five years of professional experience equivalent to an Archaeologist, including three years equivalent to an Archaeologist P11 or two years equivalent to an Archaeologist 12.

Archaeologist Manager 15

Six years of professional experience equivalent to an Archaeologist, including three years equivalent to an Archaeologist 12 or one year equivalent to an Archaeologist Manager 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ARCHLOMGR

Job Code Description

Archaeologist Manager

Position Title

Archaeologist Manager-3

Archaeologist Manager-4

Position Code

ARCHMGR3

ARCHMGR4

Pay Schedule

NERE-108

NERE-109

ECP Group 3
Revised 6/1/06
TeamLeaders