



City of Phoenix

## City Archaeologist

Job Code:	42100	Job Function:	Parks and Recreation
Salary Plan:	001	Grade:	067
FLSA:	Exempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Professionals
SOC:	19-3091.00	Last Revision:	May 2024

*This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.*

### DEFINITION:

The fundamental reason this classification exists is to perform professional and administrative work in archaeology for the Pueblo Grande Museum and other archaeology sites in the City of Phoenix. The City Archaeologist is responsible for assessment of development projects for potential impact to archaeological sites; management of all City-sponsored archaeological projects; and planning and directing the archaeological management of Pueblo Grande Museum as a scientific, educational and civic asset to the community, representing an authentic example of prehistoric Native American culture in the local area.

### SUPERVISION RECEIVED/GIVEN:

General direction is received from the Museum Administrator or other supervisor. Supervision is exercised over contract and temporary staff.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Represents the City for archaeological projects involving various federal, state, and local agencies
- Researches and prepares archaeological assessment reports and environmental impact studies for other City departments
- Assists other City departments in the selection of archaeological contract firms, develops the scope of work, evaluates proposals and budgets, monitors field work, reviews all draft and final reports, and ensures compliance with appropriate cultural resource laws and regulations
- Performs laboratory and field work incidental to other duties
- Coordinates the Site Steward Program, and Pueblo Grande Stabilization Program, and the Burial Repatriation Program
- Supervises archaeological excavations of the Pueblo Grande ruins area and supervises and/or coordinates restoration and stabilization of the area
- Writes, edits and publishes pamphlets and booklets on prehistoric Native American cultures for public use
- Lectures to school groups, clubs, civic organizations, professional groups and museum visitors
- Writes publicity material and furnishes information to writers, artists, and scientists



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- Assists in the maintenance of a reference library containing a variety of published materials on the social sciences which relate to museum activities
- Researches and assists in the preparation of exhibit material for display
- Maintains regular and reliable attendance
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required

### REQUIRED KNOWLEDGE AND ABILITIES:

#### Knowledge of:

- Professional archaeological principles, methods, materials, and practices.
- Federal, state and local laws, regulations and ordinances pertaining to archaeological resources and historic preservation.
- Community needs and interests as these needs relate to the study of Native American cultures and the records of early Native American ethnology.
- Museum practices and methods, including the presentation of exhibits, proper methods of storing and processing a variety of museum specimens, and the general care of properties in an archaeological museum.
- Accessioning, cataloging and indexing of archaeological and ethnological materials.

#### Ability to:

- Communicate orally in the English language with others by telephone or face-to-face in a one-on-one or group setting, often in situations requiring tact and persuasion.
- Conduct and supervise archaeological research.
- Work cooperatively with the general public, other professionals, and other City departments.
- Present oral, and written descriptions in the English language of museum exhibits and activities as well as City archaeological projects.
- Perform a broad range of supervisory responsibilities over contractual or City staff.
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to self or others.

### Additional Requirements:

- Must be able to obtain an Arizona Antiquity Act Permit within 6 months of hire.
- Requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.



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**ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of professional archaeologist experience including two years of professional museum/cultural resource management work and a master's degree in archaeology or anthropology. Other combinations of experience and education that meet the minimum requirements may be substituted.