



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ARCHAEOLOGIST
(HISTORICAL SERVICES)
PARKS, RECREATION, AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for conducting research to reconstruct record of past human life and culture from human remains, artifacts, architectural features, and structures recovered through excavation, underwater recovery, or other means of discovery. Reports to the Administrative Coordinator or a Historical Site Curator.

There are two (2) levels of Archaeologist distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Prepares archeological drawings, maps and sketches both manually and using computer aided drafting and GIS tools. Creates a grid of each site, draws and updates maps of sites, unit profiles, stratum surfaces, features and significant findings; reproduces maps, plans and other documents to assist in survey work. Performs background research such as deed and court record searches and utility location; reviews data collection and previous excavations.

Collects and records the exact locations and conditions of artifacts uncovered in archeological investigations using drawings, photographs and GPS as necessary; verifies notes and information from field survey work. Collects artifacts and records their location, date recovered and physical properties; cleans, preserves and restores artifacts. Studies objects and structures recovered to identify and authenticate, date as well as interpret their significance.

Maintains a database on all City archeological sites as well as artifact typology and inventory. Compares archeological data from other sites to find similarities or differences to sites undergoing excavation. Creates reports that record the archeological site history, methodology, artifact analysis and interpretation; develops and tests theories of concerning patterns of behavior of past cultures.

Assists in preliminary reviews of construction plans and site specifications to ensure compliance with National Historic Preservation Act regulations as well as assess potential archeological impacts. Prepares detailed reports for submission to the Virginia Department of Historic Resources that are compliant with state and federal regulations.

Uses analyzed statistics, data and other relevant information to create presentation programs and materials for various groups; presents educational programs to school groups and civic organizations.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Archaeological Services - Comprehensive knowledge of the principles, practices and terminology of archeology to include electronic survey systems and data collection survey tools and equipment. Thorough knowledge of historical events and their causes, indicators, and effects on civilizations and cultures. Comprehensive knowledge of the theories and practices of proper preservation techniques used on historical artifacts. General knowledge of the principles and techniques of supervision and general management in a surveying environment.
- Equipment Operation - Knowledge of the proper procedures for operating, inspecting and maintaining assigned equipment.
- Safety - Comprehensive knowledge of occupational hazards, safety precautions, and safety regulations related to archaeological work. Comprehensive knowledge of geography, topography and maps.
- Research - Extensive knowledge of the methodologies of historical research and of the ordinances, policies, procedures and applicable regulations, programs and agencies governing archeology. Extensive knowledge of the proper methods and techniques of researching, preparing and disseminating historical information. Comprehensive knowledge of relevant computer programs for statistical research and compiling databases.
- Technology - Knowledge of office equipment and personal computer to include word processing and a variety of presentation media.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, ArcView, MapSource and related software to complete a variety of administrative tasks.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- Archaeological Survey - Ability to conduct archaeological fieldwork including survey, monitoring, testing and data recovery.
- Communication - Ability to communicate complex and technical ideas and proposals effectively so others will understand to include reading and interpreting construction plans and

specifications as well as maps, sketches and drawings. Ability to listen and understand information and ideas presented verbally and in writing.

- Research and Analysis - Ability to analyze, interpret, and apply research findings and recommendations. Ability use analyzed statistics, data and other relevant information to create presentation programs and materials.

EDUCATION AND EXPERIENCE

Archaeologist - Requires a Bachelor's Degree in Archeology, Anthropology, History or related field and 1-2 years of archeology or related work experience, or an equivalent combination of education and experience.

Archaeologist, Senior - Requires a Bachelor's Degree in Archaeology, Anthropology, History or related field and 3-5 years of recent archeology or related work experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history, sex offender registry check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENT

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, temperature and weather extremes, or machinery