

Texas Historical Commission Job Vacancy Notice

Position Title: Project Reviewer, Archeology Division
Classification Title: Archeologist I
Job Posting Number: 20-28
Salary: \$2,166.00 - \$2,274.00/Monthly
Salary Group/Class#: B18/7306
FLSA: Exempt
Opening Date: 04/06/2020
Closing Date: Until filled
Duration: Temporary (2-4 years), Part-time
Hours/Week: 20 Hours
Work Location Address: 108 West 16th Street, Austin, TX 78701

JOB OBJECTIVE: Perform moderately complex archeological research, and cultural resource management work related to project review for the Archeology Division at the Texas Historical Commission (THC). Work involves conducting cultural resources reviews associated with Section 106 of the National Historic Preservation Act of 1966, as amended, and the Antiquities Code of Texas for federal and state undertakings. Work under general supervision, with moderate latitude for use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Conduct cultural resources management reviews for construction projects under Section 106 of the National Historic Preservation Act and the Antiquities Code of Texas.
2. Provide technical assistance regarding rules/regulations and compliance issues relating to Section 106 of the National Historic Preservation Act and the Antiquities Code of Texas.
3. Administer grants under the Hurricanes Harvey, Irma, and Maria Emergency Supplemental Historic Preservation Fund (HIM-ESHPPF) program.
4. Assist in the development of agreement documents.
5. Prepare shapefile entry submissions to the Restricted Texas Archeological Atlas.
6. Conduct on-site visits to consult on archeological investigations.
7. Requires close coordination with program staff, Division Director, THC Executive Director, and the National Park Service as needed.
8. Writing, researching, editing, public contact and speaking.
9. Adhere to established work schedule with regular attendance. Follow all THC safety guidelines/procedures and ethics requirements. Coordinate with program staff, Team Lead, Division Director, THC executive Director and the National Park Service on high-profile and complex projects, as needed.
10. Adhere to established work schedule with regular attendance.
11. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

12. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited college or university with a Bachelor's degree or higher in Anthropology, Archeology or closely related field;

- Minimum two years' of increasingly responsible experience in archeological field investigations, laboratory analysis, comprehensive technical report writing and archeological collections management work;
- Experience in making public presentations;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- Archeological field and research experience in Southeast Texas, particularly in counties affected by Hurricane Harvey.
- Regulatory project review experience related to the National Historic Preservation Act and Antiquities Code of Texas.
- Experience with Geographic Information System software such as Arc-GIS.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal laws and regulations such as Section 106 of the National Historic Preservation Act and Native American Graves Protection Act;
- Knowledge of state laws and rules such as the Antiquities Code of Texas and Chapter 711 of the Texas Health & Safety Code (pertaining to cemeteries);
- Knowledge of archeological field investigations, laboratory analysis, comprehensive technical report writing and Arc-GIS experience;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to interact with the public, avocational archeologists and owners of archeological sites;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to prepare clear and concise correspondence and reports;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. May involve travel, occasionally overnight, traveling by plane or car, and frequently driving long distances.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_LibraryandRecords.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER