

Texas Historical Commission Job Vacancy Notice

Position Title:	Public Archeologist
Classification Title:	Archeologist III
Job Posting Number:	22-1200-66
Salary:	\$4,700.00-\$5,000.00/month
Salary Group/Class#:	B22/7310
FLSA:	Exempt
Opening Date:	06/23/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Levi Jordan Plantation State Historic Site, 10510 FM 524, Sweeny, TX 77480

JOB OBJECTIVE: Under the direction of the Site Manager and the Chief Archeologist, this position will perform advanced archeological, research and cultural resource management work for the Levi Jordan and Varner-Hogg Plantations State Historic Sites (SHS) of the Texas Historical Commission (THC). Work involves overseeing the archeological and preservation planning for the historic Levi Jordan and Varner-Hogg Plantations; development and implementation of a Public Archeology program for the sites; coordinating and assisting with the processing and analysis of artifact collections; and reporting on the results of investigations at the sites. Work under minimal supervision, with extensive latitude for use of initiative and independent judgment.

This position will contribute to planning and evaluation related to overall museum operations including, but not limited to public programming development and implementation, creation and distribution of online content and social media, retail product development, and budgeting and allocation of limited resources to accomplish site goals.

On-site housing is available at the rate of \$308.60 monthly. The housing rate is established by THC policy, calculated using federal guidelines, and may change according to market values.

ESSENTIAL DUTIES:

1. Develop and implement a Public Archeology program for the sites.
2. Develop an Archeological Master Plan for the sites.
3. Coordinate all archeological activities and related research associated with the site to ensure consistency and efficiency in execution.
4. Conduct archeological site evaluations and investigations related to Levi Jordan and Varner-Hogg Plantations SHS.
5. Plan and execute archeological research designs.
6. Work closely with and supervise volunteers to conduct research projects; may provide related training.
7. Coordinate inter-agency and intra-agency archeological projects.
8. Report on the result of archeological investigations and other agency activities in technical, popular, and web-based formats.
9. Assist with the planning and execution of public events hosted at the Levi Jordan and Varner-Hogg Plantations SHS, including events that may not have an exclusive archeological focus.
10. Contribute to public program offerings at the SHS through the development and delivery of content.
11. Advise the public about rules/regulations and compliance issues relating to the Antiquities Code of Texas.

12. Provide public outreach activities, including assisting with the management of the Texas Archeology Month (TAM) program hosted at the site, coordination with THC archeological stewards, and the promotion of archeological preservation to area landowners and the public.
13. Make public outreach presentations in support of Levi Jordan and Varner-Hogg Plantations SHS.
14. Work with agency staff to develop and distribute web-based information about archeological preservation as it relates to Levi Jordan and Varner-Hogg Plantations.
15. May direct the work of interns and volunteers on special projects.
16. Adhere to established work schedule with regular attendance.
17. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

18. Perform other duties as assigned related to site operations, including but not limited to daily operations, cash-handling/end-of-day processing, opening/closing procedures for museum, assignment of paid/unpaid staff related to daily operations.

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

- Graduation from an accredited college or university with a Master's degree or higher in Anthropology, Archeology, or closely related field;
- Minimum three years' of increasingly responsible experience in archeological field investigations, laboratory analysis, comprehensive technical report writing and archeological collections management work;
- Experience making public presentations;
- Must meet professional qualifications and be eligible to hold an Antiquities Permit issued by the Texas Historical Commission;
- 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:

- Work experience in historic archeology;
- Work experience in plantation-era archeology; and/or
- Work experience in African American archeology.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state laws and rules such as the Antiquities Code of Texas and Chapter 711 (of the Health & Safety Code of Texas, 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 develop PowerPoint presentations for a wide variety of programs for internal and external audiences;
- 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 recruit, train and supervise volunteers;
- Ability to analyze and synthesize archeological field results to produce archeological reports and peer-reviewed articles;
- 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 complete a Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: The Levi Jordan and Varner-Hogg Plantations SHS includes approximately 400 acres of land and historic buildings used for program and administrative support. Generally, the Site Archeologist will conduct duties in a normal office work environment within a new state-of-the art archeological laboratory facility. Exposure to dust and environmental allergens consistent with normal business activities and human contact should be expected. Work conditions will often 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. Excavation, cultural resource assessment, and related work will frequently take place outdoors in an environment that can be extremely hot and humid and that is subject to the discomforts of the southeast Texas region, including insects. Must be able work extended periods at a computer and may be required to work extended hours and some evenings and weekends, as needed. May involve occasional overnight travel.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). 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:

https://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**