

Title: Lead Cultural Resources Specialist	Effective Date: June 24, 2017	Grade: XVI	Job Category: Professional
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CHARACTERISTICS OF WORK

Under the supervision of the Section Head, this position is responsible for performing supervisory work in the overall operations of the Cultural Resources Section of the Environmental Division, and conducts studies and prepares documentation to identify and evaluate potential impacts to prehistoric and historic cultural resources in and near Department project sites, and monitors compliance with local, state, and federal regulations during all phases of Department work.

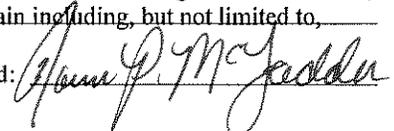
EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Conduct preliminary project and historic structure surveys in order to identify potential constraints to project development through cultural resources fieldwork, Global Positioning System (GPS) data collection, background research, etc.
- Monitor and oversee the analysis and curation of archeological and structural resources materials collected during fieldwork.
- Coordinate with designers and project managers to lessen impacts to cultural resources during avoidance or minimization processes.
- Coordinate with federal, state, and local regulatory agencies to secure any necessary concurrence/permits; develop and maintain records to document and track compliance with permits and regulations; coordinate on-site cultural resources project monitoring as needed.
- Monitor compliance with federal, state, and local laws related to cultural resources during the design, construction and post-construction of Department projects.
- Oversee and direct the work of Section staff; and provide technical assistance, support, and training.
- Review work of staff for competency and accuracy.
- Review and comment on documents prepared by staff or submitted by consultant cultural resources firms; evaluate and edit reports to meet the latest edition of the *Guidelines for Archeological Fieldwork and Report Writing in Arkansas*; advise and guide on completeness of reports.
- Direct crews and serve as project leader during cultural resources investigations.
- Provide guidance, resources, and recommendations to governmental agencies, tribal agencies, engineering firms, and contractors on how to fulfill federal obligations under Section 106, including historic research and fieldwork as necessary.
- Assess the eligibility of, and impacts on, archeological and structural resources for inclusion in the National Register of Historic Places.
- Develop and maintain records to document and track compliance with permits and regulations.
- Coordinate with the Assessments Section to manage the schedule of a project study and direct staff toward documentation completeness.
- Serve as the Section Head in his/her absence.

MINIMUM REQUIREMENTS

The educational equivalent to a master's degree from an accredited college or university in archeology, anthropology, or closely related field. Ability to obtain Register of Professional Archeologists certification. Working knowledge of Arkansas archeology and history, Section 106 law, NAGPRA, the Arkansas burial law, and other pertinent state and federal regulations regarding historic properties. Effective leadership and reasoning ability. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. Ability to effectively communicate technical, educational, and instructive information to a diverse audience. Ability to read, analyze, and interpret technical procedures and governmental regulations. Ability to write reports and business correspondence. Ability to interpret and apply Department policies and procedures. Proficiency in basic computer skills, including Microsoft Word, Excel, Access, and Outlook desired. Valid driver's license. Ability to traverse rugged terrain including, but not limited to,



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MINIMUM REQUIREMENTS (Continued)

steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc. Statewide travel including overnight travel as necessary.

The following professional qualifications standards of the Secretary of the Interior as published in the Code of Federal Regulations, 36 CFR Part 61, must also be met:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

A professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period. In addition to the experience stated in the Code of Federal Regulations above, this position requires at least six years of full-time professional experience as a principal investigator in the study of archeological resources of the prehistoric and/or historic period. This experience may have been earned concurrently with the requirements stated in the CFR.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.