



Job Title	Archaeologist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	5	Job Code	17894

Class Specification – Archaeologist

Summary Statement:

The purpose of this position is identifying, documenting, and preserving cultural resource values in the parks and open spaces owned by the City of Colorado Springs. The Archeologist will also work with other city departments and enterprises in furthering these efforts. The position will work with state and federal agencies to ensure the department is in compliance with applicable regulations. Job duties also include coordination of cultural consultation with appropriate tribal representatives, supporting the sustainable curation of cultural materials, and assisting with interpretation and public engagement efforts.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Provide information and resources needed to protect historic and prehistoric archaeological sites; develop interpretive programs about these and other scientific resources; and assess and make recommendations on land-use issues.
25%	Maintain necessary documentation related to local, state, and federal laws; consult with American Indian representatives and other stakeholders; and interact with state and federal officials about permitting, project implementation, and program documentation.
25%	Locate and plan all types of archaeological activities. Plan and execute surveys and excavations (when appropriate).
25%	Produce, compile, and maintain written, photographic, and drawn records and electronic databases; collect, analyze, and interpret data; and prepare reports and present research findings.

Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.



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Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Master's degree from an accredited college or university with major coursework in anthropology, archaeology, or a related field.
Must currently hold or be able to secure and maintain an archaeological permit from the State of Colorado.

Experience: Five years of full-time professional experience participating and leading archaeological investigations.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Must currently hold or be able to secure and maintain an archeological permit from the State of Colorado at the time of application.

Colorado Driver's License Upon Hire

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

Monitors budget/fiscal expenditures (typically non-discretionary expenditures) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Physical Demands: Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, drafting table, scale/ruler, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, graphics software, GIS systems, and Colorado Cultural Online Database.



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The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: July 2017