



Crow Canyon Archaeological Center Job Description

Position Title:	Supervisory Archaeologist
Status:	Exempt
Employment Category:	Full Time
Reports to:	Director of Archaeology
Revised:	5/2018 dlf/SR

Position Summary:

The Supervisory Archaeologist plans and directs major archaeological excavations in the context of an ongoing public education program. Post-field work is required to organize, complete, and produce archaeological content related to recent field projects. This includes dissemination of our research results through online databases, print and online publications, and presentations for professional colleagues and the general public.

Education and/or Experience:

Advanced degree in anthropology, archaeology, or a related field; three years of experience excavating and documenting ancestral Pueblo archaeological sites or comparable sites in other parts of the world; demonstrated ability to supervise archaeological fieldwork and produce descriptive reports and other professional presentations on this work; or an equivalent combination of education and experience.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Field Work

- Supervise field crew (Crow Canyon staff, interns, and volunteers) and program participants on assigned projects in accordance with goals and guidelines established in conjunction with the director of archaeology
- Supervise, coordinate, and perform all activities of the field crew on assigned projects, including excavation, mapping, documentation, education programs, and report production
- Work with the director of archaeology and other Crow Canyon staff and associates to develop and implement project-specific plans, and budgets
- Coordinate with lab staff to ensure the efficient flow of artifacts through the laboratory and the timely collection of relevant artifact data to guide ongoing fieldwork
- Complete excavation and documentation tasks as a member of the field crew
- Teach the field excavation program
- Ensure that the field experiences of Crow Canyon program participants are consistent with the center's mission, educational goals, and archaeological research priorities
- Serve as Emergency Medical Responder for field activities

Post-Field Work

- Supervise the entry of data from the field project into Crow Canyon's archaeology database
- Produce report chapters and database content for assigned projects that meet professional quality standards, satisfy permit requirements and other legal and

professional obligations

- Work with the director of archaeology to provide supporting studies, and synthetic studies consistent with Crow Canyon's research mission and current archaeological research design
- Work with the director of archaeology and other staff to develop proposals to help fund archaeological analyses and report preparation
- Coordinate with lab staff to ensure accurate artifact processing and curation, and the creation of any artifact tallies or other tabulated data needed for reporting
- Produce descriptive and administrative reports related to assigned projects in compliance with permit stipulations and professional ethics
- Work with a map draftsman to create accurate and usable maps resulting from fieldwork
- Serve as editor of reports produced for assigned projects
- Conduct problem-oriented research using data collected from assigned projects, and publish results in peer-reviewed journals and scholarly books
- Present project results at professional meetings and in public lectures as opportunities arise
- Consult and collaborate with American Indians as required by state and federal law and in accordance with Crow Canyon's mission and policies.
- Assist with archaeology administration by attending meetings and serving on committees
- Participate in social functions involving program participants, board members, Chairman's Council members, and seasonal staff members

General Responsibilities

- Serve as backup for education and field staff
- Willingness to schedule paid time off so as not to conflict with supervisory responsibilities
- Deliver at least two evening programs each month during the program season
- Supervise employees, interns, and volunteers to achieve overall project goals and promote a positive and professional work environment
- Assist in the coordination of the day-to-day activities in the program areas
- Maintain a working knowledge of the professional literature in Southwestern archaeology and archaeological method and theory

Knowledge, Skills, and Abilities:

- Ability to use a keyboard and to type proficiently to produce reports and papers
- Ability to read, analyze, and interpret professional scientific literature, technical procedures, and industry-applicable regulations
- Ability to effectively present information and respond to questions from groups of managers, clients, program participants, students, customers, and the general public
- Ability to use the computer programs necessary to perform the essential tasks and responsibilities listed above, including, but not necessarily limited to, word processing, Internet, spreadsheet, and relational database software
- Ability to write publication-quality text for print and Internet publications geared toward professional scientific and general audiences
- Ability to produce scientific tables, charts, and figures for print and Internet publications geared toward professional scientific audiences
- Ability to effectively supervise employees, interns, and volunteers to achieve

overall project goals and promote a positive and professional work environment

Physical Demands:

Field Work

The employee must be able to:

- Occasionally lift and/or move up to 80 pounds
- Regularly lift and/or move up to 50 pounds
- Work outdoors under direct sun and in adverse weather conditions including wind, heat, rain and snow
- Ascend and descend ladders
- Walk over uneven terrain
- Legally and safely operate a 15-passenger van and / or mini bus
- Stoop, kneel, reach, crouch, crawl, and be physically fit to perform the essential job duties

Post Field Work

The employee must be able to:

- Lift and/or move up to 35 pounds
- Sit and stand for extended periods of time
- Work at a computer for extended periods of time
- Hear and have visual acuity
- Work weekends and irregular or extended work hours, as needed
- Be physically fit to complete the essential duties of the job

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Certificates, Licenses, and/or Registrations:

- Background check upon hire
- Current First Aid and CPR certification
- Current Emergency Medical Responder certification
- Achieve and maintain membership in the Registry of Professional Archaeologists
- Current physical exam and health history completed by a licensed medical health care professional
- Valid driver's license
- Complete transportation related training
- Must be insurable by Crow Canyon's automobile liability while employed in this position

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.