

## Environmental Specialist II Archaeologist

This position was recently reclassified from the Cultural Preservation Specialist class to the [Environmental Specialist](#) series, and now offers a career ladder with possibility of advancement.

The Delaware State Historic Preservation Office (SHPO) is looking for an archaeologist to join our dedicated team of professionals, working within a State agency whose mission is to identify, preserve and interpret Delaware history.

Archaeologists in this position assist the agency in its protection of the state's archaeological resources. The position's primary duties include: consulting with federal, state and local agencies and applicants concerning the effects of their projects on historic properties; and reviewing archaeological work involving the identification, evaluation, and treatment of sites. The work occasionally includes planning and conducting archaeological surveys. This position works closely with fellow SHPO team members and with staff in other parts of the Division, especially in providing technical assistance and conducting public outreach events.

We are looking for someone who enjoys working as part of a team and has the ability to communicate well with all types of constituents. Applicants must meet the [Secretary of the Interior's Professional Qualifications Standards](#) in archaeology, and demonstrate the ability to carry out essential functions of the job (see detailed information below).

This is a full-time, permanent merit position with the State of Delaware, supported by federal funds. The position is based at the Division of Historical and Cultural Affairs' main office in Dover, Delaware. Minimum starting salary is \$44,900 annually.

**Closing date: May 21, 2024**

Apply through the Delaware Employment Link's [Environmental Specialist II posting](#).

NOTE: The description of the Environmental Specialist classification includes core functions that are common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Below is more detailed information on the specific functions, knowledge, skills and abilities required of Archaeologists in this classification.

### Essential Functions

- Performs work in the specialty area of archaeology
- Provides guidance and technical assistance to project personnel, representatives of federal, state and local government agencies, and stakeholders to incorporate consideration of archaeological resources into project and/or program activities

- Ensures compliance with laws, rules and regulations related to historic preservation, including but not limited to Section 106 of the National Historic Preservation Act, the National Environmental Policy Act, the State's Antiquities Act, and the State's law protecting unmarked human burials and skeletal remains, as applicable
- Reviews and comments on complex project plans, applications, proposals, reports, and findings and determinations, within prescribed timeframes; coordinates reviews with SHPO architectural historians
- Conducts research, field studies and evaluations, analyzes, reviews and interprets data to determine if there is a potential for proposed projects to affect archaeological sites
- Analyzes scopes of work for identification and evaluation archaeological surveys to determine if the level of proposed work (research, field and lab work) is adequate to the purpose
- Reviews archaeological survey reports and determines if federal and state standards and guidelines have been met; assesses if findings regarding archaeological sites' eligibility for listing in the National Register of Historic Places have been adequately supported
- Reviews documentation on consultation efforts, including findings of effect; recommends alternatives to avoid, minimize or mitigate adverse effects to significant properties; and negotiates agreement documents (Memoranda of Agreement, Programmatic Agreements, etc.). Follows up with agencies and stakeholders to ensure commitments are met.
- Meets with project managers, state agency personnel, project stakeholders and regulatory agencies to resolve resource compliance issues and keep project/programs moving to completion.
- Meets with community leaders, special interest groups, resource agencies, and/or other affected parties to provide outreach and education on cultural resource stewardship through various forums; develops and participates in public outreach events about Delaware history and archaeology.
- Participates in review of plans, policies, proposed legislation, regulation or rule changes and provides comments regarding proposed changes as they relate historic preservation issues
- Participates in developing updates and enhancements of the SHPO's cultural resource survey guidelines and procedures, and in developing and/or implementing the Division's Strategic Plan and the statewide Historic Preservation Plan
- May conduct research and archaeological field survey and prepare reports of findings, as needed to inform planning for the Division's capital projects, or for other research purposes in keeping with the agency's responsibilities under the State's Antiquities Act
- May assist in managing consultant contracts and budgets
- May assist the National Register Coordinator in the review of nominations that involve archaeological sites

### **Knowledge, Skills and Abilities**

- Knowledge of the principles and practices of cultural resource studies.
- Knowledge of the applicable federal, state, and local environmental laws, rules and regulations.
- Knowledge of the principles and practices of conducting studies which includes data collection, compilation and analysis to make recommendations.
- Knowledge of the principles and practices of project management.
- Knowledge of the standard field analysis and reporting methodologies (e.g., the Secretary of the Interior's Standards and Guidelines for Identification, Evaluation and Documentation).

- Skill in conducting studies and resource evaluations of routine projects/programs.
- Skill in coordinating projects with other team members, project managers, regulatory agencies and other project stakeholders.
- Skill in technical report writing.
- Ability to research and interpret regulations.
- Ability to interpret maps, plans, specifications and standard construction details.
- Ability to enhance knowledge of the principles and practices of archaeology and historic preservation.
- Ability to conduct field studies.
- Ability to compile, analyze and interpret data.
- Ability to communicate effectively.
- Ability to establish effective relationships with project managers, regulatory agencies, other project stakeholders and the public.
- Ability to conduct impact analysis and make related recommendations.
- Ability to facilitate groups, meetings and other public forums.
- Ability to resolve cultural resources compliance issues.
- Ability to prepare clear, concise, comprehensive, and informative reports on technical matters in both technical and lay terms.

#### **About the Delaware State Historic Preservation Office and the Division of Historical & Cultural Affairs**

The Delaware SHPO operates programs to locate, study, and record Delaware's historic buildings, structures, objects, districts, landscapes, and archaeological sites. The SHPO assists and encourages Delawareans to value, preserve, and protect these resources that reflect our history and heritage.

The SHPO is located within the Division of Historical and Cultural Affairs, an agency of the State of Delaware. The Division serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

Please see our agency's full Mission Statement, Vision, Core Values, and Statement on Race and Equity at <https://history.delaware.gov/about-agency>.