

STATE OF NEBRASKA CLASS SPECIFICATION
Highway Archeology Program Manager

EST: 11/09 – REV: 00/00
CLASS CODE: V39320

DESCRIPTION: Under administrative direction, responsible for the coordination of the Nebraska Highway Archeology Program including planning, organization, implementation and evaluation of all program components; directs the technical operations and activities necessary to support the program; supervise and direct the work of staff; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Supervises staff performing laboratory and field work; supervises staff performing archeological and architectural surveys under the Highway Archeological Program for Section 106 National Historic Preservation Act Reviews. Plans, assigns, directs and oversees the technical and operational activities of professional field crew staff to attain the goals and objectives of the program and ensure consistent application of program policies, procedures and standards.

Serves as the liaison with the Department of Roads Environmental Services Section on proposed state and local construction sites and determines whether identified sites support an archeological review.

Oversees archeological reviews; ensures reviews are conducted in a timely manner and in compliance with the Nebraska Reburial Law, federal Native American Graves Protection and Repatriation Act, National Environmental Protection Act and Section 106 of the National Historic Preservation Act.

Presents archeological review findings to the Department of Roads and performs problem solving techniques in negotiating mitigation efforts if the proposed construction is found to disturb a historic site or archeological artifacts.

Ensures all objects, artifacts and other cultural evidence found or developed during archeological reviews is protected, preserved or disposed of in accordance with appropriate laws and procedures.

Develops and recommends to the Associate Director new or revised policies, procedures and guidelines to respond to changes in program needs, objectives and priorities and to maintain or improve the effectiveness/consistency of the program.

Prepares and adheres to the program budget; oversees contractual agreements with the Department of Roads.

Develops and provides educational programs to the general public through meetings, writings, lectures and other activities on the subject of Nebraska's archeological buildings/structures record and their preservation.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: Great Plains archeology, diagnostic artifacts and site locations; State and federal legislation and administrative regulations relating to the Highway Archeology Program; technical preservation systems and standards.

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Ability to: plan, direct and coordinate program operations and activities to achieve goals and objectives; plan, assign and direct the work of staff; implement objectives and performance goals; solve problems related to the program; communicate orally and in writing to others; explain techniques of excavation and results.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral and/or performance examinations, or other means of evaluations.)

Knowledge of: management practices and techniques; principles and practices of program management including planning, organizing, budgeting and staffing; principles/practices of archaeological evaluations, studies and surveys.

Ability to: interpret and apply state and federal laws and standards, agency rules, policies and procedures and technical narrative material; communicate both verbally and in writing; effectively interact with program representatives and the public; formulate short and long range plans.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, but are not limited to, the following coursework/training and/or experience.)

A general qualification guideline for positions in this class is a Masters Degree in Anthropology or Archeology with experience in both prehistoric and historic archeology and 1 year of supervisory experience; five years experience in cultural resource management and 3 years archaeological field experience. OR any equivalent combination of education, training and/or experience that will enable an individual to possess the required knowledge, skills and abilities.

SPECIAL NOTE:

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.