

# THE NEW YORK CITY LANDMARKS PRESERVATION COMMISSION

THE MUNICIPAL BUILDING, ONE CENTRE STREET - 9<sup>TH</sup> FLOOR NORTH, NY, NY 10007 212.669.7700

## JOB VACANCY NOTICE # 136-2016-239590

<b>CIVIL SERVICE TITLE:</b> Urban Archaeologist <b>AGENCY TITLE:</b> Urban Archaeologist	<b>TITLE CODE NO.</b> 92248
<b>LOCATION:</b> 1 Centre Street, 9 <sup>th</sup> Floor North, New York, NY 10007	<b>SALARY – HOURLY:</b> Min: \$26.04 (\$29.95 with 2 years City service); Max: \$30.85  <b>Shift:</b> Part-Time: 1 Day- 2 days (7-14 hours) Per Week
<b>Overview</b> The Landmarks Preservation Commission (LPC) is the New York City agency that is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status, and regulating them once they're designated. LPC's Archaeology Department reviews subsurface work that must be approved through the environmental review process and, for some sites, under the Landmarks Law. If important archaeological resources are threatened, this department determines and oversees appropriate archaeology. The Department also manages the NYC Archaeological Repository, located in Midtown Manhattan, which curates significant city archaeological collections.	
<b>JOB DESCRIPTION</b> Under the supervision of the Director of Archaeology, the part-time Urban Archaeologist will assist with: <ul style="list-style-type: none"><li>• Reviewing archaeological reports, scopes of work, and environmental review documents</li><li>• Maintaining the Archaeological Collections Website- including adding new projects</li><li>• Assisting scholars in accessing data and opening the repository for them</li><li>• Assisting with public inquires for information</li></ul>	
<b>QUALIFICATION REQUIREMENTS:</b> <ol style="list-style-type: none"><li>1. A master's degree from an accredited university in Anthropology, American History or American Studies, with a minimum of 24 graduate credits in anthropological archaeology plus a minimum of 16 weeks supervised training in basic archaeological field research. All candidates must also have at least one year of full-time paid experience directly related to the duties of the position; or</li><li>2. Education and/or experience which is equivalent to "1" above.</li></ol>	
<b>PREFERRED QUALIFICATIONS</b> <ul style="list-style-type: none"><li>• Cultural Resource Management experience;</li><li>• Curation experience;</li><li>• Experience with database maintenance and management;</li><li>• Excellent writing and oral communication skills;</li><li>• Excellent organizational skills;</li><li>• Strong customer service approach.</li></ul>	
<b>The Landmarks Preservation Commission will only respond to qualified candidates.</b>	
Please submit resume and cover letter to: NYC Careers at <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a>  Current City employees must apply through Employee Self Service (ESS) at <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a> , under Recruiting Activities/Careers/136-2016-  While we appreciate every applicant's interest, only those under consideration will be contacted.	If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.  <b>Final appointment is subject to approval by the Office of Management and Budget.</b>
<b>The Landmarks Preservation Commission is an Equal Opportunity Employer</b>	
DATED: May 2, 2016	POST UNTIL: May 22, 2016