

DIRECTOR OF URBAN ARCHAEOLOGY

General Statement of Duties and Responsibilities

This is a management class of positions. All personnel perform related work.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, directs archaeology work of the Landmarks Preservation Commission.

Examples of Typical Tasks

Develops, plans and implements agency archaeological policies and directives; makes policy and procedure recommendations regarding archaeological aspects affecting landmarks preservation matters to the Commissioner and to the Executive Director of the agency.

Directs the work of professional and support staff of the archaeology unit, including setting goals, objectives and priorities, allocating resources, including personnel. Establishes and maintains controls.

Completes Archaeological Reviews for complex or sensitive projects.

Represents the agency in meetings with other City agencies and the archaeological community. Coordinates the activities of the unit with other organizational units within the agency, as necessary.

DIRECTOR OF URBAN ARCHAEOLOGY(continued)

Qualification Requirements

1. A master's degree from an accredited college or university in archaeology, anthropology, American History or American Studies and at least two years of satisfactory, full-time experience of a nature to qualify for the duties of the position, at least one year of which must have involved the use of archaeological principles in historic preservation, including assessing environmental impact; or
2. Education and/or experience equivalent to "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.