



Sarah Carroll  
Chair

**Job Vacancy Notice #136-2025-695196**

<b>Civil Service Title:</b> Urban Archaeologist	<b>Agency Title:</b> Urban Archaeologist
<b>Title Code No.</b> 92248	<b>Salary:</b> City Hiring Rate: \$32.43 per hour or \$37.30 per hour with 2 years of City Service.
<b>Location:</b> 1 Centre Street, 9th Floor, New York, NY 10007	<b>Schedule:</b> Part-Time/ 28 hours per week, [eligible for 1 telework day per week]
<b>Post Date:</b> 1/14/2024	<b>Post Until:</b> Filled

**The Agency**

Created in 1965, the Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It 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 after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 38,000 designated buildings and sites in New York City, most of which are located in 158 historic districts across all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

**The Team**

The 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.

**Your Impact**

The Urban Archaeologist supports the agency's work related to the identification and protection of the city's archaeological heritage.

**Your Responsibilities**

Under the supervision of the Director of Archaeology, the part-time Urban Archaeologist will:

- Review archaeological reports, scopes of work, and environmental review documents;
- Review applications subject to the Landmarks Law as assigned;
- Maintain the Archaeological Collections Website, which includes adding new projects and cataloging as needed;
- Assist scholars and university classes in accessing data and provide access to the repository;
- Draft responses to public inquiries for information.

**QUALIFICATION REQUIREMENTS**

**The selected candidate will be required to pass the next civil service exam offered for this title on a future date to be scheduled by the Department of Citywide Administrative Services.**



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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
2. Education and/or experience which is equivalent to "1" above.

## **PREFERRED SKILLS**

- Experience with Urban Archaeology and New York City in particular;
- Cultural Resource Management experience;
- Curation experience;
- Experience with database maintenance and management;
- Excellent writing and oral communication skills;
- Excellent organizational skills;
- Strong customer service approach.

## **How to Apply**

Please submit resume and cover letter to: JobsNYC at <https://cityjobs.nyc.gov/>

## **Please Note**

- The Landmarks Preservation Commission will only respond to qualified candidates. 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.
- Final appointment is subject to approval by the Office of Management and Budget.

**Loan Forgiveness:** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness | Federal Student Aid](#)

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!**