



## ANTHROPOLOGY AND ARCHEOLOGIST SUPERVISOR

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### **General Summary**

Anthropologists and Archeologists study the origin, development and behavior of humans. They may engage in systematic recovery and examination of material evidence, such as tools or pottery.

### **Anthropologist and Archeologist Supervisor**

**Jobcode: F3091S**

**Pay Band: 70**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

This is the supervisory level of the Anthropologist and Archeologist classification.

### ***Recommended Education and Experience for Full Performance***

Master's Degree in Archaeology or Anthropology with four (4) years of Archaeology or Anthropology survey excavation analysis and/or reporting experience, (2) years of which must be supervisory.

### ***Minimum Qualifications***

Bachelor's degree in Archaeology or Anthropology and two (2) years of experience in archaeology survey, excavation, analysis and/or reporting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

### ***Essential Duties and Responsibilities\****

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Directs and Supervises anthropological or archaeological field staff and laboratory studies, interprets and synthesizes resulting data and prepares technical reports on results.
- Plans and prepares budgets and researches designs for studies.
- Plans all study-associated activities within the anthropological or archaeological unit of an agency.

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### **Bargaining Unit:**

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is

posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Working Conditions:** Work is performed in an office setting. Late hours, weekends, on-call and callback work may be required. Travel may be required.

**Established:** 10/23/2015

**Revised:**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*