

Title: Section Head - Cultural Resources	Effective Date: October 18, 2010	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Cultural Resources	Prior Effective Date: September 17, 2010	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing administrative and supervisory work in planning, organizing, and directing the Department's Cultural Resources Management Section.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Assign and monitor the preparation and review of cultural resource reports.
- Develop and maintain good working relationship with the State Historic Preservation Officer, the Advisory Council on Historic Preservation, various Indian Tribes, Federal Highway Administration, and other Department divisions to develop feasible solutions to challenging situations that may arise.
- Provide technical guidance and supervision to the professional and clerical staff.
- Develop and implement contracts as appropriate.

MINIMUM REQUIREMENTS

The educational equivalent to a master's degree from an accredited college or university in anthropology/archeology. Current member of the Register of Professional Archeologists. Thorough knowledge of NEPA process and related federal and state regulations. At least six years experience in Cultural Resources Management in Arkansas. A thorough understanding of all state and federal laws, regulations and procedures pertaining to Cultural Resources Management. Good writing, communication and organizational skills. Meet or exceed the professional experience qualifications for Prehistoric Archeology and/or Historic Archeology listed in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation preferred. Thorough knowledge of *A State Plan for the Conservation of Archeological Resources in Arkansas* preferred. Statewide travel. Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)