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## Position Profile: State Archaeologist (\$ 76,024-\$ 90,000/year)

The mission of the State Archaeologist is to promote archaeological research, share archaeological knowledge, and protect archaeological resources for the benefit of all of the people of Minnesota.

### The Team: Office of the State Archaeologist (OSA)

The State Archaeologist is a classified civil service employee of the Minnesota Department of Administration (Admin). The Office of the State Archaeologist (OSA) has two staff members, the State Archaeologist and an assistant. The OSA leases office space from the Minnesota Historical Society (MHS) at the Ft. Snelling History Center. The OSA is funded from a general fund appropriation to the Commissioner of Administration.

### The Work: A Snapshot of the Office of the State Archaeologist in Minnesota

The principal duties of the State Archaeologist are assigned by two state laws, the Field Archaeology Act (MS 138.31-.42) and the Private Cemeteries Act (MS 307.08). The State Archaeologist is given additional duties in rules implementing Minnesota Water Law (MS 103F), the Minnesota Environmental Policy Act (MS 116D), and the Coroner and Medical Examiner law (MS 390.25, Subd. 5). More recently, duties have been assigned under the Legacy Amendment Arts and Cultural Heritage Fund (MS 129D.17).

### State Archaeologist's Important Leadership Role

The role of the State Archaeologist to provide leadership and fulfill the statutory responsibilities of the State Archaeologist as defined in Minnesota Statutes 138.31 through 138.42, Minnesota Statutes 307.08, and other laws and regulations including MS 116D, MS 129D.17, and MS 103F.

Responsibilities of this position include:

In service to government agencies, professional archaeologists, and the people of Minnesota, the state archaeologist:

- retrieves and protects artifacts and data discovered on public property;
- authenticates all unrecorded burial sites over 50 years old;
- cooperates with government agencies to preserve and interpret archaeological sites;
- reviews and comments on government agency actions that may affect sites;
- retrieves and protects archaeological remains disturbed by government agency construction;
- reviews public and private development plans that may impact unrecorded burials;
- approves professional archaeologist's qualifications for licensing to work on public property;
- approves curation arrangements of artifacts and data from public sites.

### Summary of Duties

The State Archaeologist is the principal archaeologist for the State of Minnesota. On a day-to-day basis, this involves seven major task areas:

- Approving license applications in a timely manner and monitoring the activities of the licensees;



- Reviewing site forms, issuing official inventory numbers, maintaining the inventory of known and suspected sites, and reviewing submitted archaeological reports;
- Reviewing development plans submitted by government agencies and private entities to evaluate the potential for harm to archaeological sites in project areas;
- Promoting and undertaking research in Minnesota archaeology;
- Providing public education and answering archaeological questions from the public;
- Ensuring burial sites protection through careful record keeping, development plan review, interaction with MIAC, consultation with experts, and doing fieldwork; and
- Guiding the *Statewide Survey of Historical and Archaeological Sites* in coordination with the MN Indian Affairs Council and the MN Historical Society.

## What We're Looking For: Qualifications

Qualified candidates will have seven to ten years' experience with archaeology, including identifying and assessing prehistoric, early historic burials, artifacts and features. Experience will include executive leadership which demonstrates the following basic qualifications.

### Basic Qualifications

The individual in this position should have expert-level knowledge of the following:

- 1) An advanced degree in anthropology with a specialty in American Archaeology; PhD preferred.
- 2) Must meet the U.S. Department of the Interior's Professional qualifications standards (36CFR61)
- 3) At least 7 years of experience in American archaeology with at least 2 years in a principal investigator role.
- 4) Demonstrated familiarity with prehistoric and historical archaeology of the Upper Midwest.
- 5) Demonstrated experience in dealing with burial sites and human skeletal identification.
- 6) Demonstrated experience in working with diverse individuals and communities, especially Native Americans.
- 7) Documented ability to plan and manage complex research projects including bringing projects to completion in a professional and timely manner.
- 8) Ability to travel throughout Minnesota to conduct fieldwork.
- 9) A valid MN Class D Driver's License within 30 days of Minnesota residency.

In addition, the individual in this position should have the following skills:

- Strategic planning, visioning, and policy analysis
- Oral and written communication
- Knowledge of geographic information (GIS) applications and database management
- Conflict resolution skills
- Interpersonal communication and human relations



- Problem solving

### Duties, Responsibilities, and Expectations

A full list of duties, responsibilities, and expectations can be found in the [complete Position Description](#).

Applicants interested in being considered for this vacancy should submit a resume and cover letter to [cathy.bisser@state.mn.us](mailto:cathy.bisser@state.mn.us) by **November 16, 2015**.

### Why Admin? About the Minnesota Department of Administration

As the State Archaeologist at the Department of Administration, the State Archaeologist is a key leader within Admin and for the State of Minnesota’s archaeological community. In that capacity, they work closely with the Commissioner and other senior leaders, to tackle a variety of issues and make strategic decisions that have agency and statewide impact.

### Admin at a Glance: The Best Value in Government Administrative Services

Admin manages numerous core administrative functions of state government. This includes:

- Purchasing of goods and services
- Facilities and grounds management
- Vehicle and property leasing
- Risk management and workers’ compensation
- And much more...

Across all of these areas, the agency’s mission is to **provide the best value in government administrative services**. This mission is accomplished through commitments to:

- **Customer Satisfaction**, serving our customers in a professional and ethical manner, producing valuable results;
- **Continuous Improvement**, reducing costs and cycle times, optimizing performance and delivering innovative business solutions at every opportunity; and
- **Employee Engagement**, enabling and encouraging all staff to help achieve our mission.

The agency has a \$176.5 million annual operating budget and approximately 460 full-time employees.

### Minnesota: A Great Place to Work and Live

Minnesota is home to 5.5 million people, with 3.5 million living in the greater Minneapolis-St. Paul metropolitan area. Admin is located in the Capitol City of St. Paul. Minnesota has one of the nation’s most thriving economies.

Minnesota State Government is the largest employer in the state of Minnesota, employing over 50,000 diverse and talented employees in more than 100 state agencies, boards, commissions, colleges, and universities. The state workforce is distributed across the entire state, with employees reporting to workplaces in 86 of Minnesota's 87 counties.

Minnesota is consistently rated as one of the best places to work, live, and raise a family. The state is comprised of many diverse communities that enjoy high quality of life, a superb education system, beautiful natural surroundings, and a rich array of cultural and recreational opportunities.



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## **Rich Culture**

Renowned theater, music, and visual arts centers make Minnesota home to one of the most vibrant arts scenes in the country. Notable museums include the Minneapolis Institute of Arts, Walker Art Center, Minnesota Science Museum, Minnesota Children’s Museum, and the University of Minnesota’s Weisman Art Museum. History buffs will want to visit the Minnesota History Center, Mill City Museum, and many other sites operated by the Minnesota Historical Society.

Those who favor opera, ballet, theater, chamber music, orchestra, jazz, or comedy can enjoy performances by both local and visiting companies year round. The Guthrie Theater, Minnesota Orchestra, and St. Paul Chamber Orchestra have international reputations.

## **A Wide Range of Recreation Options**

Sporting events and recreational activities are plentiful throughout Minnesota. The Twin Cities are home to major-league sports teams including the Twins (baseball), Vikings (football), Timberwolves (men's basketball), Lynx (women's basketball), Wild (hockey), and more.

Minnesota also boasts the title of “land of 10,000 lakes” and is a playground for outdoor enthusiasts. Rivers, lakes, parks, and recreational facilities provide access to a wide selection of activities such as fishing, biking, boating, hiking, skiing, skating, swimming, and much more. Minnesota has 72 state parks and 58 state forests, plus two national forests.

The Minnesota Zoo and the Como Zoo, and the Minnesota Valley National Wildlife Refuge provide excellent opportunities to observe and learn about nature and our environment. Shoppers will find stores and malls galore ranging from quaint antique shops and specialty boutiques to nationally recognized stores and outlet malls – plus the nation’s largest shopping center, the Mall of America, just minutes from the Twin Cities.

Both Minneapolis and St. Paul have vibrant downtowns that are easily accessible by car, bus, and light rail.

## **A Leader in Education**

Minnesota’s schools are consistently ranked top in the nation. From pre-kindergarten to higher education, excellent educational opportunities await in Minnesota.

The Twin Cities area has over 15 colleges and universities, as well as a number of specialty trade programs and vocational institutes. Elementary and secondary education options include public schools with traditional, magnet, or language immersion programs, charter schools, and private schools. Summer programs for children and toddlers through teens are numerous and allow children to explore camping, music, foreign languages, arts, and sports.

## **Accessible Housing and Transportation**

The Twin Cities are easily reached from anywhere in the world. The metropolitan area is served by the Minneapolis/St. Paul International Airport, seven public airports, and the Amtrak passenger railroad. Travel in and around the Twin Cities is facilitated by Metro Transit, an accessible and efficient mass



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transit system with an extensive bus network and light rail line. Housing options at various price ranges are readily available throughout Minnesota.

### **Compensation and Benefits**

Compensation is based on experience and includes participation in a comprehensive benefits plan. The State of Minnesota benefits plan supports meaningful work and living across four key areas: health and wellness, financial well-being, professional development, and work/life balance. Visit the [State Employee Group Insurance Program website](#) to learn more about benefits.

### **A Commitment to Diversity and Inclusion**

At the State of Minnesota, we recognize that a diverse and inclusive workplace is essential to providing culturally responsive and effective services. We strive to ensure that our workplace is representative of our Minnesota communities and commit to treat every employee with fairness and respect; we expect our employees to do the same for those we serve.

### **Equal Employment Opportunity**

During our application process, the State of Minnesota will ask applicants about their gender, race, disability, or veteran status in an effort to ensure that the application and hiring process is fair and equitable for all. All applicants are considered for employment based on job qualifications without regard to race, color, creed, religion, national origin, sex, marital status, familial status, disability, status with regard to public assistance, sexual orientation, age, or veteran status.