

From: "Kevin Jones" <ktjones@utah.gov>
Date: Thu, 27 Oct 2005 14:28:05

Subject: Job announcement, Utah SHPO

Note: The application deadline has been extended to November 15.

Please pass along as appropriate.

Job Announcement, State of Utah

The Utah Division of State History is seeking a qualified individual to manage the archaeological compliance duties of the State Historic Preservation Office. The position requires extensive knowledge and experience in federal and state historic sites protection law and practice, including the NHPA, 36CFR800, the Utah Antiquities Act and Cultural Sites Protection Act and state and federal NAGPRA. May be appointed Deputy SHPO. Exceptional communication skills are required, as is the ability to be diplomatic when representing the state in dealings with agencies and individuals. Bachelor's degree required, Masters degree preferred in Anthropology or closely related field, plus at least two years of experience in cultural sites compliance. Applicant must qualify for a Utah Antiquities Permit. The salary range is \$16.80 to \$26.65 per hour, and comes with full state benefits. Duty location is in Salt Lake City. Call Kevin Jones at 801-533-3524 or email at ktjones@utah.gov with questions. Position is open until November 15, 2005. Full job announcement and application details are available at <https://statejobs.utah.gov/> Send duplicate application to Kevin Jones, 300 Rio Grande, Salt Lake City, UT 84101.

Job Announcement

CULTURAL RESOURCES COORDINATOR
Working Title CULTURAL RESOURCES COORDINATOR
Salary Range Step 47 (\$ 16.80) to Step 64 (\$ 26.65)
Number of openings 1
Application Period 10/5/2005 - 10/30/2005
Agency Dept of Community & Culture
Location 300 RIO GRANDE SLC, UT 84101

Benefits

Health, vision, dental, life and disability insurance; retirement plan; graduated annual vacation, 11 paid holidays, and 13 days of annual sick leave; a 401k and 457 savings plan and flexible spending accounts. See dhrm.utah.gov for more information.

Part/Full Time Full time

Position Availability Public Recruitment

Job characteristics

This position is in the State History/Antiquities Section and is responsible for archaeological duties. Incumbents in this job coordinates policy and professional review

for all regulation cases of the division; responds appropriately to federal, state, and private requests for reviews, provides information or policy interpretation and supervises personnel. Occasionally, the incumbent may be requested to visit and participate/review in archaeological field work.

Tasks

Provides consultation, makes recommendations, gives appropriate advice, and/or facilitates decisions. Interprets, clarifies, explains and applies agency policy and procedures, business practices, federal or state laws and regulations, etc. Acts as a resource for management and staff; provides technical support within area of responsibility. Ensures compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc. Develops, directs, and/or evaluates programs. Coordinates program activities, services, and/or program implementation with private providers, other governmental entities, program users, etc. Supervises subordinate personnel including: hiring, determining workload and delegating assignments, training, monitoring and evaluating performance, and initiating corrective or disciplinary actions.

Qualifications

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into position)

Knowledge of or Skills/Ability to provide consultation and/or expert advice or testimony; control or direct the operation of a program or function; provide technical assistance to users; coordinate the activities or tasks of people, groups and/or organization(s); supervise others by assigning/directing work; conducting employee evaluations, staff training and development, taking appropriate disciplinary/corrective actions, making hiring/termination recommendations, etc.; principles, theories, and practices of the legislative process; applicable laws, rules, regulations and/or policies and procedures; past historical events and their causes, indicators, and impact on particular civilizations and cultures; principles, theories, and practices of archeology; communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing; speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally.

Other Requirements

Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc. Typically, the employee may sit comfortably to perform the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Additional Preference

Preference will be given to candidates with an advanced degree (Masters or PhD) in a related field.

Physical Requirements Sedentary

Working Conditions

Majority of job duties are performed in an office environment, but occasionally may be requested to visit and participate in archaeological field work which includes hiking, digging, lifting and other activities.

On-call [None]

Travel [None]

Safety Sensitive [None]

FLSA Status FLSA Exempt

Probationary Period 12 months

Contact Cassandra Opheikens 8015379051 copheikens@utah.gov

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.