Archeologists

Job Code	Job Title	Pay Grade
4012E1	Archeologist II	28
4013E1	Archeologist III	31

CONCEPT:
Conduct research to reconstruct record of past human life and culture from human remains, artifacts, architectural features, and structures recovered through excavation, underwater recovery, or other means of discovery.

TASKS:
- Clean, restore, and preserve artifacts.
- Study objects and structures recovered by excavation to identify, date, and authenticate them and to interpret their significance. Prepare conclusions in a summary report.
- Presents findings from archeological research to peers and the general public.
- Record the exact locations and conditions of artifacts uncovered in diggings or surveys, using drawings and photographs as necessary.
- Develop and test theories concerning the origin and development of past cultures.
- Presents a program of public education by speaking to schools, civic and professional organizations and discussing archeology and anthropology in Kansas.
- Lead archeological investigations which includes interviewing, selecting, and supervising field crew members; instructs amateur archeologists, assigns tasks, reviews results, resolves problems, preserves findings, makes observations, records data, and prepares reports of activities.
- Classifies, interprets, and cares for ethnological and archeological materials; contributes to the formulation and development of exhibits dealing with the early people of Kansas.
- Reviews construction projects for adverse effects on known or potential archeological sites; assesses significance of site and conducts cost appraisals of investigations.
- Performs specialized studies and research in historic archeology, paleobotany, paleozoology, lithic analysis, or human skeletal analysis.
- Coordinates and oversees all historic and pre-historic archeological investigations conducted in response to the Kansas State highway program.
- Manages state archeological research activities; coordinates contracts with federal, state and local agencies and private enterprise for conservation and archeological research.
- Recruits, interviews and selects archeological staff and assigns, reviews and evaluates their work.
- Prepares annual report, budget and supporting data for an archeology department; monitors the approved budget; determines archeology equipment to be purchased; develops state archeology policies and procedures.
- Conducts scientific research and prepares scientific reports and maps describing surveys and investigations.
- Prepares and delivers speeches pertaining to the state's archeological programs and activities.

LEVELS OF WORK
- Class Group consists of three classes.

Archeologist II – Professional work directing a program of public education in the field of archeology; conducting and evaluating field surveys and excavations; collecting, classifying, and curating artifacts; and preparing written reports.

Minimum Requirements: Master's degree in archeology, anthropology, or closely related field or for training purposes - a Bachelor's degree in archeology, anthropoligy or closely related field.

Archeologist III – Professional and administrative work directing a statewide program of archeological research and conservation. Oversees the archeology department and responsible for the overall program development and fiscal management. Work includes selecting archeological sites; conducting field studies and excavations; preparing laboratories; and evaluating, researching and presenting findings. Supervision is exercised over professional, technical and/or clerical employees.
Minimum Requirements - Master's degree in archeology, anthropology, or closely related field and three years work experience in archeological field research , administration or management and leadership ability at the supervisory level. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

REF: 9/13
REV: 6/24
REV: 6/25