



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 1254

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**STATE /CHIEF ARCHAEOLOGIST**

GRADE M

**SCOPE OF WORK:**

Work involves managing the archaeological programs and records of the State Historical Society of North Dakota and serving as State/Chief Archaeologist.

**DUTIES PERFORMED:**

- Participates and monitor Section 106 of the National Historic Preservation Act (NHPA) and National Environmental Policy Act compliance; review requests for land exploration and use within North Dakota; review reports and associated documentation submitted by state and federal agencies and cultural resource contractors for content and adequacy; provide recommendations to federal agencies regarding a project's potential to impact cultural resources.
- Recruit, select, supervise research archaeologist and support staff managing the state archaeological collections and North Dakota Cultural Resource Survey site files and manuscripts housed within the Heritage Center.
- Participate in the historic preservation division's annual planning process; assist with sub grant review; prepare scopes-of-work for archaeological projects.
- Oversee permit applications for cultural resource investigations; recommend approval or denial of permits in accordance with North Dakota Century Code (NDCC) 55-03-01.
- Provide technical assistance on archaeological and historical matters to the agency, other state agencies/institutions, professional community, and the public.
- Represent the division and agency in consultation regarding archaeological matters involving related federal and state laws.
- Investigate sites managed by the agency with respect to developments for education and historic-based tourism.
- Participate in archaeological investigations through field work and inspections as part of SHPO or other agencies' reviews; present findings at professional meetings and conferences, professional journals, and other public forums.
- Oversee burial issues as mandated in NDCC Code 23-06-27 and associated administrative rules.
- Represent the agency regarding archaeological and historical resources through public education, promotional presentations, and professional organizations.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a master's degree in anthropology or archaeology and seven years of work experience that included supervision of staff in the anthropological/archaeology field and/or laboratory work.

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Eff Date: 1/07

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