



**JOB DESCRIPTION: Position Title: Park Cultural Resource Specialist
Status: Casual; Salary Grade: Salary Grade C, Non-Exempt**

Job Content:

1. Overall purpose of this position:

Working under the direction of the Chief of Conservation the employee will assist with cultural resource management projects throughout the district in cooperation with a multidisciplinary team of scientists. Duties will include the collection of historic and prehistoric data from secondary sources as well as site specific field studies and personal interviews. The employee will be responsible for cultural resource data collection, analysis, and compilation of cultural resource documents including technical documents for permit applications (e.g. for NEPA, Section 106, ORC 149.53) as well as interpretive materials for Summit Metro Parks.

2. Major activities, which must be performed in order to carry out the purpose of the position as described above:

- A. Conduct secondary source data reviews (databases, libraries, museums, historical societies, etc.).
- B. Utilize GPS technology to map various landscape features. Work with other park staff produce maps in both AutoCAD and/or Arc GIS formats.
- C. Assist in the preparation of environmental documentation for NEPA (National Environmental Policy Act) and state-level cultural resource compliance.
- D. Represent Summit Metro Parks at professional meetings, conferences, and symposiums.
- E. Write technical reports and interpretive literature pertaining to resource management efforts.
- F. Conduct cultural resource-related fieldwork as necessary; this may include historic, archaeological or sociological/anthropological fieldwork.
- G. Comply with all park district safety and risk management programs.
- H. Develop and maintain procedural manuals for areas of responsibility.
- I. Flexible work hours, including evenings, weekends, and holidays, as required.

Qualifications:

A Bachelor's degree in anthropology, archaeology, history, or a related discipline.

Specific concepts, courses, training programs, or required certifications:

- a. Broad, general understanding of cultural natural resource issues, typically acquired through formal training at the bachelor's degree level or equivalent.
- Demonstrated problem solving and analytical skills.
 - Demonstrated emotional intelligence to include: demonstrated self- awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, and consistency. Proven track record of establishing and maintaining critical relationships internally and externally. Demonstrated trust, integrity and credibility.
 - Current in professional field and pertinent technologies.
 - Written and oral communication skills; presentation skills.
 - Computer skills; word processing, database management, MS Office, MS Outlook.
 - Excellent writing skills
 - Demonstrated organizational skills and time management.
 - Conflict resolution skills
 - Maintain a valid Ohio driver's license with clear driving record.

Essential Physical Demands and Working Environment

While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit, climb or balance, stoop, kneel, crouch or crawl, taste or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet, fumes or airborne particles, and confined spaces. The employee may be exposed to the body fluids of others while performing first aid/rescue procedures.

Conditions of continued employment:

Must successfully complete a one-year probationary period.