



JOB DESCRIPTION

Position Title: Cultural Resources Specialist

Status: Part-Time, Non-exempt

Salary Grade: Hourly \$27.43 - \$34.31

Job Content:

I. Overall purpose of this position:

At Summit Metro Parks we protect natural resources and steward cultural heritage in and around Summit County for the perpetual benefit and enjoyment of our residents. The selected candidate will bring a passion for archaeology and history, demonstrate the ability to creatively grow and manage an archaeological field school, and develop projects in collaboration with area partners. Working under the direction of the Supervisor of Cultural Resources the employee will assist with cultural resource management throughout the park district in cooperation with a multidisciplinary team of scientists. This position allows for a maximum of 1508 hours per year (approximately 29 hours per week). There is flexibility in scheduling those hours for most of the year EXCEPT during the summer field school, during which 40 hour work weeks are required. Remote work on Mondays and Fridays is permitted after a one-year probationary period has been successfully completed.

Duties will include the management of the Community Archaeology Summer Program, with a focus on developing field school opportunities in collaboration with colleges, universities, volunteers and community partners. Beyond the Community Archaeology Summer Program, the employee may conduct 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). Additionally, the employee will be responsible for the management of Summit Metro Parks' document retention schedule and working with all park departments to ensure compliance with Summit County document retention standards.

Work ethic, emotional intelligence and effective oral and written communication are an essential part of the job. So, although you may be highly skilled, brains are not worth more than a hard days work - your duties will still include hauling field equipment, digging holes, and cleaning up after yourself. As part of a diverse group of scientists, none of whom may agree on what conservation means, you will need to know when and how to stand your ground, even with those in authority, while maintaining the humility to always consider that you may be wrong - *you gotta know when to hold em, know when to fold em, know when to walk away, know when to run*. You should have the ability to bring the many histories of the park district to life to a wide range of audiences.

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

- A. Reach out to colleges and universities to develop and maintain the Community Archaeology Summer Program. A vital part of the program is the archaeological field school which is conducted on SMP property each summer; the field school focuses on training students the skills needed to conduct archaeological fieldwork. NOTE: during the field school period, usually 8 weeks during the summer, this Cultural Resource Specialist will be required to work 40 hours per week.
- B. Manage Summit Metro Parks' document retention schedule and coordinate records retention compliance at the County level.
- C. Utilize GPS technology to map various landscape features. Work with other park staff produce maps in Arc GIS.
- D. Conduct secondary source data reviews (databases, libraries, museums, historical societies, etc.).
- E. Represent Summit Metro Parks at professional meetings, conferences, and symposiums.
- F. Write technical reports and interpretive literature pertaining to resource management efforts.
- G. Conduct cultural resource-related fieldwork as necessary; this includes management of field school and volunteers and may include historic, archaeological or sociological/anthropological fieldwork.
- H. Comply with all park district safety and risk management programs.
- I. Develop and maintain procedural manuals for areas of responsibility.
- J. Flexible work hours, including evenings, weekends, and holidays, as required.

Qualifications:

- 1. A Bachelor's degree in anthropology, archaeology, history, or a related discipline.
 - a. Broad, general understanding of cultural natural resource issues, typically acquired through formal training at the bachelor's degree level or equivalent.
- 2. At least three years archaeological fieldwork experience.
- 3. The preferred candidate will meet at least two of the following qualification criteria:
 - a. Experience in multiple archaeological methods, such as pedestrian survey, shovel testing, archaeological excavation, and/or geophysical survey.
 - b. Experience managing or teaching fieldwork.

- c. Experience in archaeological lab methods, particularly in artifact processing and inventory.
 - d. Experience in document or archival management.
- 4. Valid Ohio driver's license with clean driving record.
- 5. Certification in First Aid / CPR through the park district's training program.

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.