

Code: 6130

Title: CULTURAL RESOURCES MANAGER

SUMMARY: Develops, implements and manages a county-wide comprehensive archaeological and historic site preservation plan and related programs and represents county archaeological and historic preservation interests in public improvement projects and land use planning and development issues. Cultural resource programs include public improvements, land-use planning and development, management of county open space, grant development/administration and public information. This classification is distinguished from all other classifications by its unique responsibility for performing professional and administrative work in archaeology and historic preservation to ensure county compliance with applicable archaeological and historic preservation laws, regulations and policies.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops, coordinates, implements and manages a comprehensive plan and related programs for preservation and management of archaeological and historic resources throughout Pima County;
Manages and implements cultural resources inventory, documentation, investigation, assessment, and mitigation programs for county public works projects to assure compliance with federal, state and local statutes, regulations and policies regarding historic preservation;
Reviews, analyzes and monitors rezoning, development plans, subdivision plats, specific plans and other land development projects and interacts with developers, builders and law enforcement agencies to assure compliance with applicable archaeological and historic preservation laws, regulations and policies;
Negotiates, administers and manages contracts for cultural resources inventories, surveys, assessments, documentation and mitigation programs for Pima County;
Acts as a technical resource to county departments in developing and implementing archaeological and historical sites assessment and mitigation plans that are consistent with county policies and programs;
Serves as a liaison with the Arizona State Museum, the State Historic Preservation Office, tribal entities, the City of Tucson, other municipalities and land management agencies and various boards and commissions regarding cultural resources concerns;
Develops and administers grant projects for cultural resources research and inventory projects, historic site and building assessments, documentation and rehabilitation, nominations to the National Register of Historic Places and heritage education projects;
Develops and presents public information programs and exhibits.

KNOWLEDGE & SKILLS:

Knowledge of:

- southwestern archaeology, anthropology, history and historic preservation;
- county, state and federal statutes and regulations pertaining to the management and preservation of archaeological and historical sites and buildings;
- methods, techniques and practices used to direct archaeological and historic site assessments and mitigation programs;
- planning, development and implementation of programs that preserve and maintain archaeological and historical resources;
- public works project planning, design and construction;
- contract development and administration;
- land-use planning policies and procedures;
- environmental issues and analysis procedures.

Skill in:

- researching, analyzing, developing and managing archaeological and historic preservation plans and resources;

- analyzing and applying statutes and regulations pertaining to archaeological and historical sites to public works, land use and development projects;
- archaeological and historic site identification, evaluation, preservation and interpretation;
- managing consultants and consultant contracts;
- exercising initiative and using independent judgment in the planning, development and implementation of program objectives;
- establishing and maintaining effective working relationships with public officials, federal and state agencies, private businesses and the general public;
- communicating effectively, both orally and in writing;
- preparing manual and automated reports, keeping records and composing correspondence.

MINIMUM QUALIFICATIONS:

A Graduate degree (M.A. or Ph.D.) from an accredited college or university in historic preservation, archaeology, anthropology or a closely related field as defined by the appointing authority and four years of experience in the preservation and treatment of archaeological and historic sites and buildings. (Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid State Antiquities Permit issued annually. Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensure/certification shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

10/01/95
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