

**SNOHOMISH COUNTY JOB DESCRIPTION  
ARCHAEOLOGIST - CULTURAL RESOURCE COORDINATOR**

Spec No. 2402

**BASIC FUNCTION**

To act as a technical resource for Snohomish County in matters relating to cultural resource protection, project review and tribal coordination.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Acts as a technical resource for cultural and historical aspects of reviewing archaeological findings, creates written reports and presentations outlining recommendations for policies and procedures.
2. Promotes communication and collaboration between Snohomish County and Native American tribes and organizations. This includes regular communication with visiting tribal officials, as well as tribal staff, and elders.
3. Serves as support staff for the Certified Local Government program, Section 106 plan review and Washington Information System for Architectural and Archaeological Records Data (WISAARD).
4. Establishes effective working relationships with County staff and officials, employees, contractors, developers, intergovernmental agencies and the general public.
5. Performs technical, archaeological, on-site fieldwork including collection and analysis of possible cultural and historical artifacts; conduct surveys and excavation; performs laboratory analysis as appropriate and prepare reports on findings, conclusions, and recommendations.
6. Creates and maintains site-specific database(s) on research and field excavations, detailed records and prepare accurate written materials such as technical reports, letters and recommendations.
7. Conducts archeological project reviews under the guidance of the State Environmental Policy Act (SEPA), the Shoreline Management Act, and other local ordinances.
8. Attends meetings and reports activities to the Snohomish County Historical Commission.
9. Performs other duties as assigned.

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**MINIMUM QUALIFICATIONS**

Master's degree in Archaeology, Anthropology, Cultural Resource management or closely related field; AND two (2) years of professional work experience as an archeologist performing office and field work, including cultural and historical aspects of Native American Tribes of the Northwest.

**PREFERRED QUALIFICATIONS**

Proficiency with WISAARD, archeology-based GIS and GPS computer software (including but not limited to ESRI ArcGIS) and related applications for maintaining field data and generating reports.

**SPECIAL REQUIREMENTS**

Must be eligible to become qualified for data input into WISAARD under the state of Washington Department of Archeology and Historic Preservation within six (6) months of hire.

Must be a professional Archaeologist as required under the Code of Federal Regulations, 36 CFR Part 61.

A valid Washington State Driver's License is required.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- cultural resources common to Native American cultures and the historical backgrounds of tribes in the Pacific Northwest
- National Register Criteria for Evaluation and the Secretary of the Interior's Standards for Rehabilitation
- technical research, archeological fieldwork, cultural and historic findings, mitigation alternatives and the protection of archaeological resources
- WISAARD, computer hardware, specialized archaeological software for GIS and GPS usage, and related applications to process and summarize field data and generate reports
- a variety of hand tools and other equipment used for archaeological fieldwork, surveying and research
- Strong written and oral communication skills and the ability make public presentations before a variety groups and organizations

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- establish and maintain effective working relationships with all levels of county management and staff; representatives and other agencies including those of Tribes community organizations; private sector businesses, the general public and the media
- plan, organize, and lead the work of others as needed
- utilize a personal computer and a broad variety of associated software, and other standard office equipment, as well as ability to learn and readily apply new specialized data systems
- work independently with minimal supervision to meet work expectations
- mediate and resolve cultural resource issues involving opposing interest groups
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds

SUPERVISION

The employee receives limited supervision from the Parks, Recreation and Tourism Director or designee. The work is reviewed through meetings, periodic status report and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for the purpose of gathering data, surveying sites, attending community meetings and public hearings and making site visits.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 2018  
Pay Grade: 242 – Classified Pay Plan  
EEO Category: 2 - Professionals  
Workers Comp: 5306 Non-Hazardous