Fort Monroe Authority
Position Description – Archaeology and Environmental Coordinator

Position: Archaeology and Environmental Coordinator
Department: Heritage Assets
FSLA status: Exempt, FTE
Work conditions: Office and field environments at historic fort, residential, commercial and special use buildings, including construction work sites, not ADA accessible. Moderate lifting. Regular 40 hour workweek, 8:30 AM – 5:00 PM, and as otherwise required for emergencies, special events, etc.
Salary: $35,000-$38,000 annually
Reports to: Director of Heritage Assets and Fort Monroe Historic Preservation Officer, Fort Monroe Authority (FMA)

The Archaeology and Environmental Coordinator is a professional position reporting to the Director of Heritage Assets. This new position at the Authority will join FMA’s growing team. Fort Monroe resources include one large archaeological site, a moated fort, over one hundred-forty (140) historic buildings, a public museum, wetlands, eight (8) miles of shore and live oak arboreta. Grounds and surrounding environs are used by daily visitors, public programs and special events. Working with the Director of Heritage Assets, the Coordinator will collaborate with local, state and federal partners to manage the heritage assets (cultural and natural resources) in the Authority’s purview. The Authority’s heritage stewardship responsibilities are governed by multiparty Programmatic Agreement (PA) and state-level Memorandum of Understanding (MOU) documents available on the FMA’s website: http://www.fmauthority.com/about/the-fort-monoee-authority/historic-preservation/. The Coordinator may rely on extensive onsite archives available at Fort Monroe’s Casemate Museum to understand and protect these resources.

Responsibilities of Archaeology and Environmental Coordinator:

1. Assists Director of the Heritage Assets Department to prepare plans for and manage the archaeological and environmental programs as required by all applicable laws,
regulations and legally binding agreements. Ensures compliance with the same.

2. Manages other programs in the FMA’s Environmental Management System, including pollution prevention, sedimentation and erosion control, and spill prevention and response.

3. Monitors natural resources present at the site and prepares plans for managing the same to include wetlands, fisheries, wildlife, and natural areas.

4. Operates software programs such as ESRI’s ArcMap using the FMA’s geographic information system (GIS) to locate, describe and quantify the historic and natural resources under the FMA’s management. Provides support to FMA special projects.

5. Conducts research needed to assess, plan for and manage heritage assets using archives, libraries and museums in the Fort Monroe locale and at state and federal repositories.

6. Prepares studies, reports, plans and presentations appropriate to the Authority’s status as a public instrument of the Commonwealth of Virginia AND/OR reviews and directs studies, reports and plans prepared for the Authority by consultants for consistency with the FMA’s mission and compliance requirements.

7. Represents and communicates the FMA’s core values of heritage stewardship using appropriate media (i.e., publications, presentations, written reports, fact sheets, databases, social media, etc.).

8. Collaborates with Casemate Museum and others on education and enrichment programs.

9. Reports regularly to the Director of Heritage Assets.

10. Performs other related duties as assigned.

Qualifications

- Minimum of a Bachelor’s Degree and experience in the following or related fields: archaeology, anthropology, environmental science, geography, historic preservation, natural resource management.
- Minimum of 2 years in appropriate field(s).
- Knowledge of state and federal laws and experience applying state and federal regulations for one or more of the following: National Historic Preservation Act (especially Section 106), federal and Virginia Antiquities Acts, Archaeological Resources Protection Act, National Environmental Policy Act, the Secretary of the Interior’s
Standards for Archeological Documentation and the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

- Minimum NPS professional qualifications in archaeology (36 CFR 61) are preferred.
- Experience with Microsoft Office software and geographic information systems (GIS) programs like ESRI’s ArcMap.
- Knowledge of natural history, prehistory, and of world, United States and Virginia history.
- Commitment to public history and environmental conservation.
- Proven ability to contribute to dynamic and developing teams.

Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

The Fort Monroe Authority is an equal opportunity employer in compliance with EEOC.

This posting will close on Monday, August 18, 2014. To apply please forward a copy of your resume, cover letter and FMA Job Application (available on website at www.fmauthority.com) to:
Joan F. Baker
Human Resources Manager
jbaker@fmauthority.com

Or mail to:
Joan F. Baker
Human Resources Manager
151 Bernard Road
Fort Monroe, VA 23651

Incomplete applications will not be accepted.