



## ARCHEOLOGICAL PROJECT DIRECTOR (TUCSON)

Harris Environmental Group (HEG) is hiring a full-time Project Director (PD) for cultural resources projects throughout Arizona and the Southwest U.S. This position will be based out of our Tucson, AZ office. The PD will direct compliance projects for state, federal, and commercial clients. The position will assist with project development, direction, coordination and quality control for cultural resource management projects while expanding our archaeological and historical consulting team. Responsibilities will include project direction (including fieldwork and travel), training of staff, oversight of Field Directors or Crew Chiefs, and producing quality reports, managing multiple projects, and budgets.

### **Job Qualifications:**

- Graduate degree in Archaeology, Anthropology or related field (required)
- At least 5 years of supervisory experience in CRM, including at least 2 years' experience as Field Director or Project Director (required)
- At least 4 years of experience in CRM in the Southwest (required)
- Ability to be listed on our various federal and state cultural resource permits in UT, AZ, NM, CO, and/or NV (preferred)
- Experience with Section 106 compliance, NEPA, and other relevant compliance processes (preferred)
- Experience with scheduling and budgeting projects (preferred)
- Exceptional technical writing skills and a record of completing and editing technical reports (required)
- Ability to work independently as well as oversee small or large projects (required)

### **Job Duties and Responsibilities:**

- Manage budgets, prepare proposals, reports, and other technical documents, monitor field procedures, and author research designs, treatment plans, and other technical documents
  - Oversee field research, data collection, inventory, analysis, and final report production
  - Establish project procedures and budgetary restraints and assure that projects are concluded within budget and on time
  - Ensure that all fieldwork, analysis, and report production is conducted to professional standards and guidelines
  - Remain current with agency requirements for conducting cultural resources work
  - Conduct content edits of technical reports
  - Take initiative, resolve problems, and create improved procedures to assure tasks are completed in the most effective manner
- The position may require up to 75-percent travel and field time.

This is a full-time, salaried position, eligible for full benefits. HEG's benefit package includes medical, dental, and life insurance, short- and long-term disability insurance, flexible work schedules, telework options, paid time off, and a retirement plan with employer contributions. Per diem is provided for overnight projects outside of the Tucson area.

### **To apply, please send cover letter with date of availability and resume with references to:**

Katie Handley at [khandley@heg-inc.com](mailto:khandley@heg-inc.com)