



ARCHAEOLOGICAL: PROJECT DIRECTOR

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Harris Environmental Group, Inc. is seeking an archaeological Project Director (PD) to direct compliance projects for state, federal, and commercial clients. Archaeological experience in the Pacific Northwestern United States is required. 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, and producing quality reports, managing multiple projects, and budgets. Candidates must have an M.A. in Anthropology or Archaeology and a minimum of five years of work experience and two to three years experience as a PD. Candidate will be based in either Portland OR or Seattle/Tacoma area. Compensation package will be commensurate with experience.

Job Duties and Responsibilities:

- Ensure that all fieldwork, analysis, and report production is conducted to professional and SHPO standards and guidelines
- Remain current with agency requirements for conducting cultural resources work
- 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
- Conduct content edits of technical reports
- Take initiative, resolve problems, and create improved procedures to assure tasks are completed in the most effective manner

Qualifications:

- Graduate degree in archaeology, anthropology or related field
- At least two years supervisory and fieldwork experience in CRM or equivalent position, and experience working NHPA compliance
- Ability to be listed on our various federal and state cultural resource permits
- Experience with content edits of reports and a strong background in scheduling and budgeting
- Ability to train, coordinate, and oversee personnel
- Exceptional technical writing skills and a record of completing and editing technical reports on deadlines
- Experience with Section 106 compliance, NEPA, and other relevant compliance processes
- Ability to work independently as well as oversee small or large projects

To apply, please email resume and letter of interest to:

Lisa Harris, Ph.D. President, at lharris@heg-inc.com