

State of Minnesota POSITION DESCRIPTION	C	EMPLOYEE'S NAME Scott Anfinson	POSITION CONTROL NUMBER
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State of Minnesota POSITION DESCRIPTION	A	EMPLOYEE'S NAME Scott Anfinson	
AGENCY/DIVISION Administration/Community Services		ACTIVITY State Archaeologist	
CLASSIFICATION TITLE State Archaeologist	WORKING TITLE (if different)		POSITION CONTROL NUMBER
PREPARED BY Laurie Beyer-Kropuenske & Scott Anfinson	PREVIOUS INCUMBENT Scott Anfinson		APPRAISAL PERIOD through December 2015
EMPLOYEE'S SIGNATURE (This position description accurately reflects my current job)	DATE	SUPERVISOR'S SIGNATURE (This position description reflects the employee's current job)	DATE

POSITION PURPOSE

The principal purpose of this position is to fulfill the statutory responsibilities of the State Archaeologist as defined in Minnesota Statutes 138.31 through 138.42, Minnesota Statutes 307.08, and other laws and regulations including MS 116D, MS 129D.17, and MS 103F. To do this, the State Archaeologist must consult with the Minnesota Historical Society, the Minnesota Indian Affairs Council, educators, state and local governments, and the archaeological community.

This is a leadership position within the state. The incumbent plays a major role in promoting the protection and interpretation of archaeological resources within the state, even under conditions not explicitly addressed by statute.

REPORTABILITY

Reports to: Director, Community Services Division

Supervises: One FT Professional archaeologist and temporary staff, as required.

DIMENSIONS

Budget: Management of budget for the Office of the State Archaeologist (OSA), including appropriations and funds received from grants, contributions, and Legacy Amendment. The budget for FY2016 is estimated at \$213,000.

Clientele: A broad range of stakeholders with diverse and often conflicting interests, including state, local, federal and tribal governments, archaeologists, educators, the private sector, and the general public. Clientele includes, but is not limited to:

- Minnesota Historic Society
- Minnesota Indian Affairs Council (MIAC)
- State Historic Preservation Office (SHPO)
- Members of the MN Legislature
- Cultural Resource Management (CRM) and engineering firms
- Academic institutions
- State agencies, especially the Department of Transportation and Department of Natural Resources
- Local MN governments

- Federal agencies
- Members of the public, especially avocational archaeologists and archaeological site landowners
- Media

Resp No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
1	<p>Program Management: Plan, manage, and administer the functions of the Office of the State Archaeologist. Represent OSA in division activities related to strategic planning, budgeting and resource allocation, policies and procedures, and operations.</p> <p>TASKS:</p> <ol style="list-style-type: none"> Prepare office work plans and budgets. Assign work to staff and monitor progress to ensure that work is performed in a timely, effective, and efficient manner. Identify staffing needs and recommend changes to Community Services Director. Evaluate staff performance on a regular basis, consistent with departmental and division policies and procedures. Review, certify, and approve staff use of time, including requests for vacations, leaves, overtime, and comp time, consistent with departmental and division policies and procedures. Address any staff grievances and recommend discipline or rewards, as appropriate. Represent OSA at division and departmental meetings. Prepare reports about OSA performance, including Annual Reports. Identify training and technical needs required for continued success of OSA. <p>INDICATORS:</p> <ul style="list-style-type: none"> ▪ Work plans are developed and submitted in a timely manner. ▪ Tasks are completed on time and within budget. ▪ Staffing levels are monitored and appropriate efforts are taken to maintain staffing levels needed to implement work plans within budgetary considerations. ▪ Performance reviews and other personnel actions are taken as needed. ▪ OSA staff maintain appropriate workloads and comply with adopted agency and divisional policies and procedures. ▪ Appropriate actions are taken in response to staff grievances. ▪ Open communication is maintained among staff and with Administration management. ▪ Contributions to budget and other reports are appropriate and completed on time. ▪ Concerns about division policies and procedures are identified in time to evaluate their impact and avoid potential problems. ▪ Technical needs of OSA team are reviewed at least once a year, with recommendations for needed hardware, software, and training made in time to incorporate into annual budget. 	A	20	A
2	<p>Maintain high standards for performing mandated functions: Oversee and perform legislatively mandated activities of the Office of the State Archaeologist, while enhancing services through the effective use of technology and development of partnerships.</p> <p>TASKS:</p> <ol style="list-style-type: none"> Perform research, stewardship, protection, preservation, coordination, licensing, and education duties of State Archaeologist described in MS 138.35, Subdivision 2 of the Minnesota Field Archaeology Act. Perform burial authentication and protection duties of State Archaeologist described in MS 307.08 of the Private Cemeteries Act. Review land development activities as outlined in MS 103F (Rules 6120) and MS 	A	70	A

	<p>116D (Rules 4410.1500).</p> <p>d. Identify, assess, and implement improvements that enhance services that support mandated functions, emphasizing effective technology and e-government solutions.</p> <p>e. Develop guidance, write RFPs, evaluate proposals, and monitor contracts for the Statewide Survey of Historical and Archaeological Sites (SWS) as required by MS 129D.17.</p> <p>INDICATORS:</p> <ul style="list-style-type: none"> ▪ Applications for licenses to engage in field archaeology on state sties are reviewed consistent with appropriate standards and processed in a timely fashion. ▪ Reports that document archaeological studies within the state are filed in a timely fashion and made available for reference and use. ▪ Responsibilities for protecting and retrieving archaeological assets of the state, including those discovered during the course of public construction or demolition, are carried out effectively and efficiently. ▪ Responsibilities for protecting and encouraging the preservation of archaeological sites located on privately owned property are carried out effectively and efficiently. ▪ Actions have been taken to acquire and/or protect objects of archaeological significance to the state and related data. ▪ Research is actively encouraged, supported and/or sponsored, including efforts to acquire supplemental funding through grants for OSA projects. ▪ OSA develops and maintains effective mechanisms for cooperating with the Minnesota Historical Society, universities, the Minnesota Indian Affairs Council and other custodians to protect sites and preserve objects of archaeological significance and related data. ▪ Authentication responsibilities identified in MS 307.08 are carried out effectively, efficiently, and with respect for all affected parties. ▪ Services have been enhanced as a result of the implementation or enhancement of databases, GIS applications, and web services. ▪ There is an absence of avoidable controversy associated with the functions and responsibilities of OSA. ▪ SWS RFPs are issued and contracts are completed in a manner that fulfills objectives and is timely. 			
3	<p>Outreach and Advocacy: Increase public awareness about the work of the OSA and the importance of archaeology.</p> <p>TASKS:</p> <ol style="list-style-type: none"> a. Host visitors to OSA, arranging for tours and presentations as required to represent the work of the office. b. Prepare and/or present papers and presentations for publication and presentation to professional and nonprofessional organizations. c. Ensure development of printed and graphic materials that effectively exhibit and promote the work of OSA. d. Identify, recruit and work with collaborating organizations to raise awareness of and appreciation for Minnesota’s archaeological resources. e. Continually enhance OSA web site to improve outreach and advocacy. f. Encourage SWS projects to include public reporting. <p>INDICATORS:</p> <ul style="list-style-type: none"> ▪ Evidence of improved relationships with the Minnesota Indian Affairs Council and tribal representatives, especially the THPOs. ▪ Evidence of increased public awareness and appreciation of the importance of Minnesota’s archaeological resources. ▪ Enhanced opportunities for Fort Snelling visitors to learn about the OSA. 	A	10	A

<ul style="list-style-type: none"> ▪ Leadership in organizing regional and statewide events that increase public awareness of Minnesota's archaeological resources and history. ▪ OSA staff has helped organize professional conferences and public meetings. ▪ OSA staff has published professional papers and/or made presentations at professional meetings to document archaeological research in Minnesota. ▪ OSA staff has prepared articles for popular media and/or made presentations at meetings that are designed to enhance awareness of the value of Minnesota's archaeological resources and how to protect them. ▪ SWS contracts include public reporting requirements. 			
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NATURE AND SCOPE (Relationships; knowledge, skills/ abilities; problem solving and creativity; freedom to act.

RELATIONSHIPS

The State Archaeologist is a leadership position within Minnesota, responsible for implementing provisions in state statutes and performing traditional duties that require healthy and productive relationships with a wide range of organizations, including other state agencies, the Minnesota Historical Society, the Minnesota Indian Affairs Council, Minnesota universities, local and tribal governments, and private firms. The interests of these organizations do not always coincide and, at times, conflict with one another. In order to succeed, the incumbent must work closely with these stakeholders to fulfill the responsibilities of the office. Although the State Archaeologist must possess technical expertise as an archaeologist, the State Archaeologist also must develop and maintain effective working relationships and open channels of communication with key stakeholders. As a senior manager within the Department of Administration, the State Archaeologist also must be able to develop and maintain productive working relationships with division and departmental managers as well as members of the legislature.

QUALIFICATIONS AND SKILLS

- Must meet the Department of Interior's Professional Qualification Standards (36CFR61)
- Expertise in archaeological literature, research, and resources of the Upper Midwest.
- Experience in identifying and assessing prehistoric and early historic burials.
- Experience in identifying and assessing prehistoric and historic artifacts and features.
- Leadership, program administration, communication, and research skills.
- Ability to identify Minnesota archaeological research needs and design projects to address these needs.
- Ability to identify, describe, and communicate solutions to complex problems related to design and implementation of data management and web-based data service applications.
- Ability to communicate clearly verbally and through emails, memos, letters, and reports.
- Ability to plan, organize, and supervise the work of other employees, encouraging and coaching them so that they are effective, efficient, and productive.
- Ability to work well with people of diverse cultures.
- Ability to manage staff conflicts and manage them to successful resolution.
- Ability to meet with administrators, executives, other professionals, and a diverse public and to establish and maintain harmonious working relationships with them.
- A valid MN Class D Driver's License.

PROBLEM-SOLVING

The State Archaeologist must be capable of solving a range of technical and nontechnical problems related to the affairs of the office in a professional manner.

- 1 Effective anticipation of issues related to projects that may impact archaeological resources and proactive attention to actions that resolve them quickly and effectively.
- 2 Ability to identify budget and personnel issues and resolve them efficiently and effectively.
- 3 Ability to make adjustments to priorities to reflect changing needs.
- 4 Capacity to identify technical needs of office, including those related to improving field operations and management of information and data.
- 5 Effectively address potential conflicts among stakeholders that may have competing interests and needs.

FREEDOM TO ACT

Decisions regarding the use of personnel and setting of project priorities are routinely within the jurisdiction of this position so long as they are consistent with established division, departmental, and state policies and procedures. Actions involving non-routine expenditures or that have potential effects on agency policy or procedures will be subject to review and approval by the Community Services Director. Periodic meetings with the Director will be needed to review problems and discuss new directions and initiatives.