AUBURN
Human Resources

Asst Dir, Cultural Resources-NRMC

Job Description

JOB INFORMATION

Job Code	AC30
Job Description Title	Asst Dir, Cultural Resources-NRMC
Pay Grade	AF18
Range Minimum	$78,120
33rd %	$98,960
Range Midpoint	$109,370
67th %	$119,790
Range Maximum	$140,620
Exemption Status	Exempt
Approved Date:	2/24/2026 10:12:09 AM

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Forestry

JOB SUMMARY

This position manages a program that provides cultural resources management services to military installations within the Center for Natural Resource Management on Military Lands (CNRMML) in the College of Forestry, Wildlife and Environment. The position provides oversight of the Cultural Resources Program within the CNRMML, supervises program managers, creates and maintains partnerships between Auburn and the U.S. Department of Defense, and fills critical knowledge gaps encountered by military installation managers

RESPONSIBILITIES

- Manages the cultural resources management program. Responsibilities include assessing the service needs of military partners and building a program capable of satisfying those needs. At minimum, the program will provide services for identifying new and managing existing archaeological sites and historic structures.
- Manages cultural resource management projects, particularly those related to archaeology and historic architecture. Responsibilities include evaluating work statements, crafting project proposals, creating detailed budgets, identifying and managing appropriate contractors, hiring and supervising staff, and ensuring projects are completed on schedule and within budget. This may include participating in the projects directly by reviewing and editing cultural resource management plans, drafting and reviewing communications with regulations and tribal partners, organizing and maintaining databases, and reviewing constructions and environmental projects for their potential impacts to sensitive cultural resources, among other duties.
- Builds and maintains productive relationships with management staff at partner military installations, contractors and consultants, and faculty and staff within the University.
- Supervises technical, support, and professional staff members to support project-specific staffing and resource requirements.
- Manages the services provided by contractors and facilitates communication between contractors, clients, and state regulatory agency staff.
- Identifies problems and deficiencies in projects and programs and recommends and/or implements solutions with military installation partners.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	in Anthropology, Archaeology, or related field. Formal education in both Anthropology/Archaeology and Architectural History/Historic Preservation is highly desired.	and	7 years of	experience in managing cultural resource management projects, including those related to archaeology, anthropology, and historic preservation. Experience managing both archaeology/anthropology and historic preservation projects is highly desired. Applicable experience working with federal environmental regulations and legislation is highly desired. Experience working with military installations is highly desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge of project management principles, including management of budget and personnel, stakeholder relations, contracting, managing risk, and reporting.	
Comprehensive knowledge of cultural resource management practices, federal legislation pertaining to cultural resources, and state and federal regulatory framework.	
Successful track-record of administering grants, cooperative agreements, and/or contracts.	
Ability to manage multiple projects with multiple contractors simultaneously.	
Ability and willingness to travel.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures			X		
Hazards			X		
Wet and/or humid			X		
Noise			X		
Chemical			X		
Dusts			X		
Poor ventilation			X		

Vision Requirements:

Ability to see information in print and/or electronically.