

EnviroSystems Management, Inc.

Environmental Planning • Regulatory Compliance

EnviroSystems Management, Inc. (ESM) is a small, fast-growing environmental consulting company headquartered in Northern Arizona. Founded in 1999, we complete contract work throughout the four corner states in the fields of environmental compliance and permitting, archaeology, biology, and natural resource management.

Job Title

CULTURAL RESOURCES DIVISION DIRECTOR

Job Description

ESM is seeking a person to manage our Cultural Resources Division as it conducts compliance projects for federal, state and commercial clients. Archaeological experience in the Southwest is required. The Cultural Resources Division Director will oversee coordination and quality control for cultural resource management projects while expanding our archaeological and historical consulting team. Responsibilities include supervision of cultural resources staff and coordination with the Natural Resources Division; contract administration including timely billing/invoicing and managing budgets, and maintaining profitability; proposal writing, budgeting, and marketing; and oversight of producing quality deliverables to meet scheduled deadlines. Candidates must have an M.A. in Anthropology or Archaeology and a minimum of 10 years of work experience with at least 5 years' experience as an archaeological Division Director. Candidate will be based in Flagstaff, Arizona. Compensation package will be commensurate with experience.

Responsibilities

-) Manage budgets; prepare proposals, reports, and other technical documents; monitor field procedures, and author research designs, treatment plans, and other technical documents
-) Job Cost analysis of budgets to maintain profitability
-) Track workload to ensure enough work is available to keep staff billable
-) Pursue and obtain new contracts
-) Meet monthly and annual revenue targets
-) Supervision of senior staff and oversight of field staff and approval of timesheets
-) Oversight and review of invoices
-) Ensure that all fieldwork, analysis, and report production is conducted to professional, federal, state agency, and SHPO standards and guidelines
-) Remain current with various federal and state agency requirements for conducting cultural resources work, particularly in the states of Arizona, Idaho, New Mexico, Nevada, and Utah.
-) Conduct content edits of technical reports and other documents
-) Compliance reporting & permit status reports
-) Market the firm and cultural resources division
-) Coordinate with Natural Resources Division Director
-) Take initiative, resolve problems in a professional and fair manner, and create improved procedures to assure tasks are completed on time and in the most effective manner
-) Maintaining good working relationships with clients, governmental compliance personnel, and EnviroSystems staff

Qualifications

-) Graduate degree in archaeology or anthropology
-) At least 10 years supervisory and fieldwork experience in CRM or equivalent position
-) Ability to be listed on EnviroSystems' various federal and state cultural resource permits

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-) Experience with content edits of reports, treatment plans, proposals, MOAs, etc.
-) Strong background in scheduling and budgeting, and is detail-oriented
-) Excellent communication, organizational, and time management skills
-) Exceptional technical writing skills with a record of completing, editing, and producing documents, and meeting deadlines
-) Ability to train, coordinate, and supervise personnel
-) Track record of successful business development
-) Experience with National Historic Preservation Act Section 106 compliance, NEPA, and other relevant compliance laws, regulations, and processes
-) Ability to work independently in a face-paced environment requiring multitasking, task prioritization, and responsibility/task delegation without strict supervision
-) GIS application skills a plus

Employment Status / Benefits

-) Permanent
-) Full-time
-) Medical, Dental, Vision, Long-term Disability, Health Savings Account, 401k
-) Profit sharing

If interested, please submit a cover letter and curriculum vitae with references to: kepperly@esmaz.com