

UNITED HOUMA NATION



POSITION DESCRIPTION

Title: Archivist and Records Clerk
Department: Community Programs
Domicile: Houma, LA
Classification: Non-Exempt/Salaried
Salary Range: \$14.50 - \$20 (Hourly)

General Purpose:

United Houma Nation (UHN) Archivist is responsible for continuing the development and operation of the Tribal archives program. The Archivist will work closely with administration and tribal leaders, historians and archival colleagues locally and regionally to expand upon long term and strategic planning of Tribal collections management. Additionally, the Archivist will be charged with expanding the Inventory Assessment, the upkeep of accession records and finding aids, as well as digitizing current holdings. The UHN Archivist will work with the UHN to bring public awareness of the collection, including, but not limited to, working with Tribal leadership, membership, local historic societies and archives towards creating physical and digital exhibitions that align with broader UHN goals and initiatives.

Supervision Received:

Executive Director

Supervision Exercised:

None

Essential Duties and Responsibilities:

1. The UHN Tribal Archivist shall have the responsibility of locating and preserving documentation pertaining to UHN Tribal material culture, traditions, history, governance and lifeways;
2. Administer the ongoing archives collection at events and conduct research, collect information, and implement the UHN's policies concerning preservation of cultural materials;
3. Maintain a dedicated safe and secure space for historic records and items of cultural provenance to be preserved for future generations and stewarded by the collective Tribal body in perpetuity;
4. Serve as a vital resource and essential component to cultural transmission
5. Further set up the authoritative institution for the UHN historical research relating to literature, scholarly works, manuscripts, records, other unique and rare items.
6. Compile accurate records of activities and grant related projects grant and scheduled (quarterly) reports.
7. Apply best practices for data management and digital preservation for all deposited content.

8. Develop meaningful relationships with other off-site repositories in the applicable areas in order to acquire access to primary source collections relating to Houma history, culture, and language.
9. Cultivate a “Community of Practice” & an “Ethic of Collecting” within the Tribal community revolving around the concepts, strategies, techniques, and critical thinking involved in Archival Science.
10. Define Records
11. Address “Records Retention and Disposition Scheduling” implement standards, policies, procedures involved in the organization of all Tribal records

Peripheral Duties:

1. Attends meetings assigned by the supervisor.
2. Attends seminars and workshops related to responsibilities.
3. Operates a vehicle to meet attend meetings and related Tribal activities.

Desired Minimum Qualifications:

Education and Experience

1. Preferred: Bachelor’s Degree in Library Science or related field and/or
2. Preferred: Experience working in a library or information science program with a concentration in archival studies; minimum of two years' experience working in an archives or library preferred; processing experience preferred.
3. Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)

Necessary Knowledge, Skills and Abilities:

1. Must have excellent verbal, written and communication skills.
2. Strong organizational skills, with experience organizing data both digitally and for retention of records– maintenance of data for long-term periods.
3. Follows instructions, responds to management direction, and adheres to policies and procedures
4. Demonstrates accuracy and thoroughness, with a high level of attention to details
5. Maintain professionalism at all times being polite and courteous to fellow staff, visitors and peers
6. Ability to work independently and demonstrate proficient productivity standards
7. Exhibits professional sound and accurate judgment
8. Dependable and consistently at work and on time
9. Completes tasks on time or notifies appropriate person with an alternate plan
10. Identifies and resolves problems in a timely manner
11. Strong communication and interpersonal skills, with the ability to communicate archival information to Tribal leaders and community stakeholders
12. Passion for the mission and work of the organization

Special Requirements:

1. Must pass a pre-employment drug screen.
2. Must pass a Criminal Background Check.
3. Must possess a valid License or the ability to obtain one.

Tools and Equipment Used:

Telephone; Personal Computer (with proficiency with basic Microsoft Office operations); Copy Machine; Facsimile Machine; Automobile.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the essential duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds and rarely lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, which may include work environment modifications when possible. The noise level in the work environment is moderately noisy.

Selection Guidelines:

Formal application, rating of education and experience, oral interview and reference checks, job related tests may be required of all candidates.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.