

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE P.O. Box 837 • SELLS, AZ • 85634-0837

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JOB DESCRIPTION			
Job Title:	Museum Archivist	Job Class Assignment:	156
Department:	Cultural Resources	Eligible for Overtime:	No
Division:	Museum	Pay Grade:	52

Position Summary:

Under limited supervision, provides professional direction and leadership for the library and archives special collections. The incumbent works with school children, members of the community, researchers, and other interested individuals and groups.

The work is normally reviewed upon completion to ensure compliance with general organization/department goals, policies and procedures. Major work activities are covered by procedures or guidelines permitting flexibility in selecting methods to utilize and procedures to follow, determination of work priorities, and the planning and coordination of projects.

Essential Duties and Responsibilities:

- Responsible for collections development, organization, and preservation of collections; Uses bibliographic and archival access, policies, security, and technical/reference services.
- Responsible for the administration, circulation and computerization, written procedures and policy development, and reports.
- Develops and administers library and archival special collections (in all format, i.e., paper, audiovisual, electronic) for the Cultural Center/Museum.
- Responsible for establishing, implementing and communicating goals, objectives, and actions in accordance with the Cultural Center/Museum's strategic planning directives.
- Responsible for library and archival special collections inventory, arrangement, documentation, cataloging, and computerization.
- Selects materials for library and archival special collections and ascertains, with other staff and advisors, their suitability for access and circulation.
- Oversees all activities and services; explains and assists users in locating and accessing information in the special collections.
- Develops user guides, printed and electronic, and as feasible prepares O'odham and Spanish versions.
- Coordinates with the Board and staff of the Cultural Center/Museum to maintain the security of the library and archival special collections in terms of intellectual property rights and access to traditional knowledge.
- Keeps abreast of new technologies and principles to ensure best practices for protecting, preserving, and accessing the special collections.
- Keeps abreast of professional literature, activities of professional organizations, and scholarly developments in area of specialization.
- Achieves financial objectives by understanding and complying with budget procedures and requirements.
- Performs other job related duties as assigned and contributes to a team effort.

Knowledge, Skills, and Abilities:

- Knowledge of the Tohono O'odham culture, customs, and traditions.
- Knowledge of applicable federal, state, tribal laws, regulations and requirements.
- Knowledge of library, information services, archival, and records management procedures
- Knowledge of preservation and conservation procedures for special library and archival collections.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in managing and supervising subordinates.
- Skill in operating various work-processing, spreadsheets, and database software programs.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing superior customer service to external and internal customers.
- Ability to interact with different age groups.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain positive and effective working relationships with other employees and the general public.
- Ability to maintain privileged confidential information.
- Ability to work independently and meet strict time lines.
- Ability to work extended hours and various work schedules.
- Ability to travel within the interior/exterior boundaries of the Tohono O'odham Nation.

Minimum Qualifications:

- Bachelor's Degree in Library, Museum Studies, or closely related field, and two years' work experience as an archivist or librarian; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

Licenses, Certifications, Special Requirements:

- Upon recommendation for hire a criminal background check is required to determine suitability for hire.
- Must possess and maintain a valid driver's license, (no DUIs or major traffic citations within the last three years).
- Must submit a 39-month driving record with the employment application.
- Must meet the Tohono O'odham Nation tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.