



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 163-23

OPENING DATE: 03/18/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Archivist
PAY GRADE: E5 (\$26.30/hr. - \$36.83/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Cultural & Historic Preservation
REPORTS TO: Director, Cultural Affairs
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: *Provides professional direction and leadership for the cultural and historic archive special collections. Preserve important or historically significant documents and records. Coordinate educational and public outreach programs, such as tours, workshops, lectures, and classes. May work with researchers on topics and items relevant to their collections. Typically work with specific forms of records, such as manuscripts, electronic records, websites, photographs, maps, motion pictures, or sound recordings.*

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

JOB DUTIES:

- 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 archival collections (in all format, i.e., paper, audiovisual, electronic) for the Cultural Center and the Department of Cultural and Historical Preservation (DCHP).
- Responsible for establishing, implementing and communicating goals, objectives, and actions in accordance with the Cultural Centers strategic planning directives.
- Responsible for archival collections inventory, arrangement, documentation, cataloging, and computerization.
- Selects materials for archival collections and ascertains, with the DCHP and other staff and advisors, their suitability for access and circulation.

- Oversees all activities and service; explains and assists users in locating and accessing information in the collections.
- Develops user guides, printed and electronic, (and as feasible prepares Tiwa and English versions).
- Coordinates with the DCHP and other staff of the Cultural Center 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.
- Perform other job-related duties as assigned and contributes to a team effort.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in Library, Museum Studies, or closely related field, and two years' work experience as an archivist, or an equivalent combination of archival science, history, American civilization, economics, political science, public administration, or government; or a combination of education and experience.
- Certification by the Academy of Certified Archivists and/or Digital Archives Specialist (DAS) credentials.
- Demonstrated knowledge of professional archival methods and practices.
- Extensive knowledge in acquisition, archiving, accessioning, and cataloging.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of the Isleta Pueblo culture, customs, and traditions, preferable.
- Knowledge of library, information services, archival, and records management procedures.
- Knowledge of preservation and conservation procedures for archival collections.
- Ability to interact with different age groups.
- Must be able to communicate, in writing and verbally, in English and in an effective, informative, and professional manner.
- Must possess and exhibit a positive attitude towards internal and external guests at all times.
- Must possess computer skills and be able to operate digital databases and other digitized systems.
- Must be able to take direction and feedback well.
- Must possess the ability to make sound and accurate decisions.
- Must possess strong critical and analytical thinking skills.
- Ability to speak the TIWA language, preferred.

PHYSICAL DEMANDS:

- Must be able to work at a desk and utilize a computer for prolonged periods of time.
- Must be able to stand, walk, and/or sit for extended periods.
- Must be able to lift/moving objects up to 50 pounds.

WORK ENVIRONMENT:

Work will be performed in an office environment, and in museum spaces. Occasional evening and weekend work is required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.