



TWENTY-NINE PALMS BAND OF MISSION INDIANS

Tribal Administration

46-200 Harrison Place, Coachella, CA 92236

Tribal Archivist

Job Description

Job Title: Tribal Archivist
Department: Tribal Administration
Reports To: THPO, Tribal Chairman, Tribal Council
Prepared By: Tribal Administration
Prepared Date: -
Pay: Full-time position, exempt

SUMMARY:

The Tribal Archivist is responsible for the access to, professional care, daily management, and maintenance of the Twenty-Nine Palms Band of Mission Indians Archives including its organization, preservation, and storage. The Tribal Archivist will manage tribal governmental, tribal enterprise, and cultural or material based records of historical importance, as well as the Tribe's basketry collection and artifact-and architectural salvage-based collections. The Archivist will refine, implement, and uphold archival policies and procedures with regard to processing, documenting and accessing archival collections. As part of a team, the Tribal Archivist will assist the Tribal Historic Preservation Office (THPO) efforts to support the mission, vision, and values of the Twenty-Nine Palms Band of Mission Indians (Tribe), as well as aid other Tribal Departments, in the accomplishment of their goals and objectives. The Archivist will also serve the Tribal Government and Tribal Community members by assisting with research-based requests, conservation- and duplication-based queries/requests, collections building, and other needs related to the collections of the Tribe's Archives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Tribal Archivist implements the policies and procedures brought forth by the THPO. These include assistance on acquisitions, database management, deaccessions, storage, packing and shipping, security of materials in transit and the day to day maintenance of all materials in the holdings of the archival facility. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tribal Archivist:

- Coordinates and facilitates archives access requests by Tribal department staff and Tribal community members, as well as responds to archives information inquiries and requests from the Tribal community and staff members in accordance with the Tribe's Archives Policy, Tribe's Cultural Protocols, and federal laws concerning the access, use, and dissemination of information.
- The Archivist is required to manage the databases and collections on PastPerfect or other appropriate archival software.
Develop and maintain consistent data-entry practices into PastPerfect as well as the appropriate use of the program to manage and supervise all data-entry.
- Responsible for the appraisal, accessioning, arrangement, description, and disposition of archival collections according to recognized archives standards and Tribal priorities, goals, and culturally-appropriate treatment protocols, including prioritizing backlogged processing and ensuring catalogs are accurate and up-to-date via the employ of spot check inventories.
- Responsible for the development and implementation of a scope of work for all Archives staff and interns/trainees, including making determinations about prioritizing projects in accordance with the needs of the Tribe and the availability of the resources necessary to complete projects and providing general supervision and training for Archives assistants, interns/trainees, and volunteers (18+ years of age, only).
- Coordinates with the Grants Administrator to develop and manage yearly budgets for the Archives that anticipates the needs of the Archives with regard to supplies, equipment, staffing, and opportunities for continuing education and professional growth.
- Responsible for the maintenance and use of the Archives' collections and the physical space in which they are held, which includes the creation of scopes and finding aids, collections re-housing and conservation/stabilization, environmental monitoring and controls, movement of collections into new or improved storage conditions, and temporary displays and/or loans.
- Advises and assists the Tribe in the creation, development, and implementation of collections management policies, including the Tribal Government's records retention program; historical records management guidelines; archives access and use procedures; collections handling guidance; copyright, intellectual property, confidentiality, and ownership best practices and processes and; emergency protocols in accordance with Tribal policy and best practices gleaned from state and federal law and archival and museum science.
- Responsible for creating and providing digital versions and/or scans of images, documents, and other media, as needed, using appropriate digital and metadata standards.
- Acts as a representative for the Archives in the Tribal community by promoting its resources, programs and services and coordinating and facilitating archives tours for Tribal Departments and Tribal members, including open houses and other educational-

or outreach-based programming, as well as assisting in the planning and preparation of collections displays and/or exhibits involving materials from the Archives' collections.

- Prepares and submits proposals, reports, work plans, and other documents associated with the management of the Tribal Archives to the THPO, including grant-based deliverables, archival supply orders, and research- or conference-based travel requests.
- Establishes and maintains continuing consultative relationships with fellow archivists and others both within and outside the Tribal Government. These contacts include other Tribal staff, and external librarians, agency records managers, and scholars in order to (1) maintain up-to-date information regarding other archival collections and secondary sources of information and work as it relates to the Tribes Archives' scope; (2) access/acquire new collections of importance to Tribe; (3) procure loans of archival or museums-based collections for the purpose of displays or exhibits and; (4) advance Tribe's data sovereignty within the larger archival and museum community and profession.
- Performing any other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

The Archivist does not specifically supervise any staff, though on occasion may work with any combination of full time, part time, interns and volunteers.

MANDATORY REQUIREMENTS:

- Knowledge of cataloging databases is required.
- B.A., M.A. or M.L.I.S. in Archives, Library Science, Museum Studies, or related field with formal training in archives management and preservation required.
- Experience and training in historical and institutional records management and retention.

PREFERRED SKILLS:

- Minimum of 3-5 years of experience as an archivist
- Experience working for or with Tribal governments and indigenous communities
- Awareness of tribal cultural sensitivity issues and experience in working within and honoring tribal protocols related to access to and use of archival, archaeological, and ethnographic materials, as well as the information contained within archival collections.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- U.S. citizenship
- Must have a California driver's license
- Must pass pre-employment and periodic random drug screens
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with the Indian Preference Act:

1. Twenty-Nine Palms Tribal Members
2. Other Native Americans
3. All other ethnic groups

Approval Signature, Chairman Darrell Mike

Date

Employee Signature

Date