



# OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care  
Tribal TANF, Career Education  
2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

**POSITION TITLE:** Archivist Technician  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Language  
**LOCATION:** Bishop  
**SUPERVISOR:** Language Project Coordinator  
**HOURLY RATE:** \$15.00 to \$24.43 per hour

## **Position Summary:**

Under general supervision of the Language Project Coordinator, prepares text and graphics to create teaching materials and resources using a variety of computer technology, illustrations and traditional media. Maintains a repository/archival system. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.*

## **Essential Duties & Responsibilities:**

- Assists, designs, and develops teaching materials.
- Establishes and maintains a repository/archival system of items including but not limited to photo, video, audio, data, and art CD's and DVD's, documents, books and other curriculum and materials pertaining to language, culture and historic information.
- Create graphic design projects using a variety of computer software for language departments, entities, tribal members and communities.
- Creates hand-drawn illustrations in traditional media, including, but not limited to painting, drawing and use of charcoal.
- Conducts photography shoots of subjects and objects to use in various graphics projects. Edits photography using both traditional and digital photography methods.
- Considers cognitive, cultural, physical, and social factors in planning and executing designs for the language departments target audience in order to support goals and objectives.
- Develops overall layouts and production design of packaging, tapes, CD's and language materials.
- Identifies vendors for various jobs including signage, printing and photographic needs.
- Attains bids for graphic printing, software, hardware, and various supplies as needed.
- Coordinates with vendors to prepare digital files for appropriate output.
- Creates and archives copies of drawings and teaching materials.
- Provides administrative support regarding documentation of program data such as attendance records, and written assessments of program events.
- Keeps abreast of new technologies and principles by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Edits and reviews all materials for correct content, grammar, punctuation, and spelling.

- Ensures production of complete, accurate, and effective final materials, and duplicates and compiles materials.
- Effectively communicates with internal and external customers via email, telephone and fax.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Associates Degree in Graphic Design, Marketing, Communications, or related field plus three years work experience in graphic design, media development, and/or archival processes; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must obtain and maintain Food Handlers Certificate. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

**Knowledge, Skills, and Abilities:**

- Knowledge of all aspects of computerized graphic design and other manual graphic design tools and operations.
- Knowledge of traditional media and art work.
- Knowledge of archival systems.
- Knowledge of effective proof editing skills.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in utilizing graphics and desktop publishing.
- Ability to communicate effectively in the English language, both verbally and in writing with staff and the general public.
- Ability to service customers in a professional appearance and manner.
- Ability to apply basic mathematical skills.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; stoop, kneel, crouch, or crawl; and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is generally performed in an office environment with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel may be required.

**Native American Indian Preference:**

Native American Indian preference shall apply to all positions at OVDCD pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.