



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: Tribal Language Archivist
CLASSIFICATION: Non-Exempt
DEPARTMENT: Language
SUPERVISOR: Language Manager
HOURLY RATE: \$22.26 to \$36.26 per hour
LOCATION: Bakersfield, Bishop, Fresno or Visalia

Position Summary:

Under the general supervision of the Language Manager, develops and maintains a repository and archival system of tribal cultural and language materials in a variety of media and formats. Provides access to the archives for language teachers, staff, and the general public. 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:

- Establishes and maintains a (digital and physical) repository/archival system of items including but not limited to photo, video, audio, data, art, CD's, DVD's, documents, books, and other curriculum and materials pertaining to Tribal language, culture, and historic information.
- Leads the design and implementation of a new archiving system for the organization, using a platform such as Mukurtu.
- Works with relevant parties, such as Tribal partners, OVDC legal advisors, and community leaders, to maintain data sovereignty and confidentiality of culturally sensitive or copyrighted materials in accordance with law and tradition.
- Considers cognitive, cultural, physical, and social factors in planning and executing designs for the language program's target audience.
- Uses tact and diplomacy to effectively handle sensitive situations.
- Coordinates and facilitates the archival access requests from teachers, staff, the public, and the partnering Tribes.
- Establishes an accessioning process to add new items, such as teaching materials or prior research or recordings, to the archives. Seeks out relevant materials to expand the collection.
- Digitizes physical media or creates physical copies of digital media as required.
- Formulates information guidance documents and develops policy/procedures implementation plans.
- Keeps abreast of new technologies and principles by conducting research, attending seminars, educational workshops, classes, and conferences.
- Reviews professional publications, establishes networks, participates in professional societies, and confers with representatives of contracting agencies and related organizations.
- Prepares and delivers presentations to diverse audiences, including the Owens Valley Board of Trustees and the communities served by OVDC, about the archives and how to use them.

- Effectively communicates with community members via email and telephone.
- Contributes to a team effort and accomplishes related results as required.
- Works independently and with a team to accomplish OVDC's vision and goals.
- Performs other duties as required.

Minimum Qualifications:

Preference is given to candidates with a combination of education and experience to perform the position's duties and who possess an understanding of data sovereignty and archiving Native American cultural materials. Candidates with a relevant certificate, associate's degree, or bachelor's degree in Archival Science, Library Science, Information Science, Museum Studies, or a related field, are highly considered.

Must possess and maintain a valid California Class C driver's license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Skills, and Abilities:

- Knowledge of archival systems, storage needs, policies, and procedures.
- Awareness of tribal cultural sensitivity issues.
- Knowledge of or experience with trauma-informed approaches.
- Ability to practice a growth mindset in daily activities.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management.
- Good organizational skills and attention to detail.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to communicate effectively in the English language, both verbally and in writing with staff and the general public.
- Maintains a high degree of professionalism.
- Ability to apply basic mathematical skills.
- Recognizes the signs and symptoms of trauma and incorporates trauma-informed practices into their work.
- 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 required 20% of the time.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVDC 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.