



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

TRIBAL ARCHIVIST

Position Description

Opens: May 02, 2024

Closes: May 13, 2024

Department:	Heritage Center	Reports to (title):	Heritage Center Director
Job Code:	N-8	Job Location:	Heritage Center- Vermilion, MN
Pay Range:	Min: \$15.15 Mid: \$18.94 Max: \$22.72	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	05/01/2024
Indian Child Protection Background:	No	Revised Date:	05/01/2024

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Tribal Archivist is responsible for the overall process of filming, scanning, sorting, storing, retrieval, protection, distribution and managing the essential records of the Band. The archivist will also assist in researching, protecting, preserving, and educating others about the Band’s cultural resources and history. The Archivist will also assist in developing and advising professional methods and techniques for identifying, preserving, stabilizing, improving, restoring, and maintaining archaeological and historic properties.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Design and implement an effective and efficient archive program that adheres to Bois Forte cultural practices.
2. Assign accession numbers to new items to the Heritage Center.
3. Transfer current archival databank to a new system for museum archiving.
4. Develop and manage all activities of archives for all records, including retention and disposition scheduling of records, length of time, etc.
5. Preservation and storage of materials to ensure the long-term viability, integrity and protection of archival records, and their storage under proper environmental and security conditions.
6. Meet deadlines as appropriate.
7. Direct and manage the central record storage facility as well as any off-site facility the Band may procure.
8. Organize current archival space and items.
9. Learn, continue, and update Heritage Center emergency and disaster plans.
10. Assist in exercising disaster plan scenarios for Heritage Center.

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11. Set up and take down archival storage spaces and shelving.
12. Assist in the rotation of artifacts on museum display.
13. Inventory keeping of archives, documents, and photos.
14. Helping to implement Tribal Historic Preservation Office records with mapping of recorded cultural sites.
15. Maintaining a high degree of confidentiality regarding operation within the Bois Forte Tribal Government.
16. Attending tribal events and documentation including but not limited to video, audio, and photo capturing.
17. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
18. Assist individual research projects.
19. Other Duties as Assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One (1) year of Computer experience. |
| Education: | <ul style="list-style-type: none">• High school diploma or GED equivalent |
| License/Certification: | <ul style="list-style-type: none">• None. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of Microsoft Software programs.• Organizational skills and cleanliness.• Ability to plan and accommodate future projects, expansions, and potential disasters.• Ability to work alone with minimal guidance.• Strong communication skills both written and verbal.• Knowledge of Bois Forte history and culture.• Ability to attend training opportunities relating to archiving or Tribal Historic Preservation duties.• Must pass pre-employment drug and alcohol test in accordance with Bois Forte Personnel Policy.• Ability and knowledge to operate recording equipment such as cameras and recording equipment. |

PREFERRED QUALIFICATIONS

- Two (2) or more years of GIS and/or LiDAR mapping experience.
- Two (2) or more years of Archiving experience.
- Associate degree or higher in any of the following fields: American Indian Studies, American History, Museum Studies, Library Sciences, Archives.
- NIMS - Incident Command Systems 100 and 200 Certifications.
- Emergency Response Planning or Crisis Response Certification.

WORK ENVIRONMENT

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| Work environment: | The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. Travel outside state may be required |
| Physical demands: | The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the |

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employee may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. There may be prolonged periods of sitting, standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues. This job may fall under a low to moderate stress level.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.