



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Records and Archives Technician II

OPEN: June 16, 2021

EXEMPT: No

SALARY:(5) \$14.35-\$16.07 p/h DOE

SHIFT: Day

LOCATIONS: Records & Archives

DURATION: Regular Full-Time

CLOSES: June 23, 2021

JOB CODE:

DIVISION: Historical

DEPARTMENT: Records & Archives

SUPERVISOR: R & A Manager

VACANCIES: 1

JOB SUMMARY: Assist the Director and staff with accessioning, processing and preserving of the records and archives collection within accepted professional standards. Assist with providing administrative support for the department. Accept training assignments for upgrading skills and abilities appropriate for operating the Lummi Records & Archives department at Technician II level. Perform various assigned duties on an independent basis.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Accession and process LIBC Government records in accordance with the Lummi Records Management Policy and procedures, which includes development of findings aids; assist with developing proper forms to accession, process, and catalog materials.
2. Supervise office employees, task assignments, participate in staff teamwork, and assist Director in day-to-day administration of the department; progressively increase leadership responsibility working toward Technician III level.
3. Assist Director with budget monitoring duties.
4. Assist with updating and maintaining the various records databases.
5. Assist with the daily records research requests, retrieval and return of records and other related tasks.
6. Assist with special projects such as, records retention development and disposal procedures, Disaster Preparedness Plan awareness and practice, and various surveys or inventories.
7. Conduct Records Coordinators Training; records transfer, uniform filing plan, records retention plan and disaster preparedness plan.
8. Participate in a formal training plan to prepare for job advancement in operating and administering the Records and Archives Center at the Records Technician II level; participate in professional organization such as American Records Management Association.
9. Share responsibility for opening and closing the office daily, checking for security, environmental controls, and pest control and facilities problems.
10. Share in light housekeeping and custodial duties for maintaining the cleanliness and durability of the building and facilities.
11. Share in daily office administrative duties such as customer services, maintenance of office equipment and supplies, departmental records keeping using uniform filing plan, scheduling

research sessions, training rooms and dates, updating of departmental forms, monitor meter readings.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 2 years computer experience with word processing and data entry.
- 2 years experience with accessioning, data entry, scanning, file pulling, other Record & Archive duties *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of Lummi Culture and/or Language *preferred*
- Experience with records and archival preparation and storage processes.
- Very good oral and written communication skills; ability to edit own work with accuracy for spelling, syntax and punctuation.
- Ability to perform and work independently on duties with minimal supervision, and lead work in teamwork situations.
- Good work habits; ability for accuracy and completeness with all detailed work, finish assignments in timely manner. Willing to work as part of a team.
- Willingness to accept academic job training/education for job advancement to Records Technician III.
- Must be willing to learn new applications (MS Word, Access, Excel, Audio-visual techniques). Prefer ability to keyboard at 45 w.p.m.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.
- Must be willing to Completed Records Management Certificate courses (CVTC) or equivalent training/experience.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.