

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE:       GOVERNMENT RECORDS MANAGER**  
**STATUS:                FULL-TIME**  
**CLASSIFICATION:     EXEMPT**

**DATES OF POSTING PERIOD: UNTIL FILLED**

**JOB SUMMARY:** This position provides leadership and operational management of government archives and is under the direct supervision of the Secretary-Treasurer. This position will office at Miami Tribe of Oklahoma Headquarters located at 3410 P NW, Miami, OK 74354.

**MAJOR JOB FUNCTIONS:**

- Appraisal, arrangement, and descriptions of records collections
- Cataloging and managing valuable collections that have historical value
- With Secretary-Treasurer, coordinates requests for access to archives and/or documents
- Ensures accurate, up-to-date inventories and records
- Works with and education of tribal departments regarding documents to be included with Myaamia National Archives
- Create, implement, and maintain government records collection management policies, procedures and forms, including a digital preservation plan
- Set-up and ongoing maintenance of archival database
- Scanning or oversight of scanning of documents for inclusion in Myaamia National Archives as needed using appropriate digital standards
- Describes, organizes, promotes, and facilitates access to the tribal archives, upon approval, per MTOK Constitution
- Implement archives record retention program in accordance with tribal and federal regulations
- Work with Secretary-Treasurer and Tribal IT Department to ensure secure digital backup of Myaamia National Archives

**OTHER JOB FUNCTIONS:**

- Supervision of the use of archive collection of tribal documents and resources
- Initiate purchase of archival supplies, following MTOK Procurement Policy
- Assist scholars, researchers, and colleagues in accessing and interpreting government archives
- Responsible for deliverables and reporting for all grant awards to government archives
- Assist Secretary-Treasurer with tours and general assistance as necessary, per MTOK Constitution
- Provides reports to Secretary-Treasurer as requested
- Other duties as assigned

*This position includes, but is not limited to, the job functions listed above.*

**MINIMUM QUALIFICATIONS:**

- Degree in history, archival or library science, formal training in archives management and preservation or a combination of relevant education and experience preferred
- Previous experience in archives or records facilities required
- Experience and training in records management
- Knowledge of archives preservation, professional standards, and registration procedures for archives

Human Resource Officer  
Miami Tribe of Oklahoma  
Mailing: P.O. Box 1326, Miami, OK 74355  
Physical Address: 3410 P NW, Miami, OK 74354  
Email: [cgibson@miamination.com](mailto:cgibson@miamination.com)

For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)

- Must have the ability to effectively communicate, with excellent verbal and written skills
- Excellent interpersonal and organizational skills and analytical ability
- Possess the ability to work independently and efficiently, while meeting project goals and deadlines
- Proficient computer skills, with previous experience with professional records management software preferred
- Must possess high integrity regarding confidential and sensitive information
- Occasional travel may be required
- May be required to work beyond normal working hours
- Maintain a professional atmosphere and image
- May be subject to criminal background investigation
- Must have a valid driver's license and be insurable

**PHYSICAL REQUIREMENTS:**

- Must be able to sit, stoop, stand for extended periods of time
- Lift and carry 40 pounds
- Working with dusty materials
- Minimal to moderate amount of physical labor
- Must be physically able to perform the duties of the position
- Adhere to work rules, policies & procedures, and safety standards

**CONDITIONS OF EMPLOYMENT:**

- Full-time position subject to budget availability

***DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.***

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy***

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