Position: Archivist / Clerical Manager

Salary: $45,020 - $54,471 (DOQ)

Location: Northwest Indian Fisheries Commission (NWIFC)
Olympia, Washington

Closing Date: September 8, 2014

Position Description: Manage and maintain the safekeeping of permanent records and historically valuable documents. Develop and maintain a classification system to facilitate access to archival materials. Direct activities of the clerical section of Administrative Services.

Qualifications: Bachelors degree in Archival Studies, Library or Information Science (ALA accredited) or related field. Minimum of three years of archival/library experience including computer operation, working experience in implementation of U.S. v. Washington, and working with the public. Experience in organizing large amounts of materials in a logical and accessible order. Have created online finding aids, ready reference materials, policies and procedures, digital libraries, digitized materials, exhibits, web content and/or electronic records. Experience processing archival/library/museum collections (accessioning, arranging, describing, inventorying). Knowledge of information technologies appropriate to archives and familiarity with database management, records management, word processing, spreadsheet software, and web-based applications and technologies used in an archives environment. Experience processing images, audiovisual materials, handling digital media and born-digital files in archival collections is preferred. Experience managing multiple projects, people, and deadlines. Organized self-starter and creative problem-solver with ability to work collaboratively in team environment. Demonstrated ability to communicate effectively, both verbally and in writing.

Application: Send resume and cover letter stating interest by September 8, 2014 to: Michael Grayum, Executive Director, Northwest Indian Fisheries Commission, 6730 Martin Way East, Olympia, WA 98516-5540; wbowman@nwifc.org.

The Northwest Indian Fisheries Commission operates under Public Law 93-638 contract; Indian Preference is an employment policy. Must be eligible to work in the U.S.