



# Northwest Indian Fisheries Commission

6730 Martin Way E., Olympia, Washington 98516-5540  
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## VACANCY ANNOUNCEMENT

**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](mailto: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.