



PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT



OPEN: DECEMBER 21, 2018 **CLOSE:** JANUARY 14, 2019
JOB TITLE: HISTORIC INFORMATION OUTREACH **DEPARTMENT:** HISTORIC PRESERVATION
SPECIALIST II

REPORTS TO: ASSISTANT DIRECTOR

POSITION SUMMARY:

Under the direction of the Director of the Historic Preservation Department, this position conducts meticulous research into Tribal history and aids the department in providing historical information. They will develop and create moderately complex multimedia presentations to share with schools, businesses, organizations, and the Puyallup Tribal Community at large. They will represent the department in various capacities and build curriculum to promote Tribal history, culture, and government.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs extensive research of the Tribe's history, time lines, important dates, events, and members.
2. Accurately organizes, catalogues, scans, sets up files and records information into databases.
3. Compiles information into various resources for dissemination.
4. Compiles history, documents and photographs for the creation of educational exhibits on the Puyallup Tribe's history.
5. Collects both audio and visual material to enhance department collections including oral histories of Tribal members.
6. Assists in preservation and security of items of historical importance to the Tribe.
7. Organizes information into multimedia presentations.
8. Travels to schools, businesses and other organizations to present information on Tribal history.
9. Under the direction of THPO and Director, develop content for Museum displays.
10. Actively participates in presentations and accurately answers in-depth questions from an audience concerning the Tribe's history.
11. Advises local museums, heritage centers, and historical societies in developing accurate portrayals of Tribal history/culture.
12. Represents the Department on various advisory boards, committees, and stakeholder groups to promote Tribal perspective, awareness, and understanding.
13. Develops curricula about the Tribes history, culture, and government.

14. Collaborates with local school districts to create programs of classroom and community cultural exchanges.
15. Works with local school districts to ensure RCW 28A.320.170 compliance.
16. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Position will be responsible for providing oversight and direction to the level I position.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A.) in a related field (Audio/Video Production, Digital Filmmaking; Media Arts, etc); or four years of equivalent years of experience and/or training in the areas of creating and restoring audio and visual materials. Demonstrated knowledge of how to perform extensive historical research is required. Must be able to correctly record oral histories. Must have demonstrated ability to set up and operate a computer and printers, audio equipment, visual equipment and sound reinforcement equipment, recording equipment, microfilm equipment, microfilm viewer/printer, digital still frame and video cameras and copy machine.

Must have extensive skills using the following computer hardware and software:

- ♦ Windows 200/XP and Apple OS X or newer
- ♦ Paint Shop Pro and Adobe Photoshop
- ♦ Microsoft Office 2013
- ♦ iMac Photo Editing and Movie Programs
- ♦ Scanners/Printers/Copying Machines
- ♦ Microphones, Digital Cameras and Video Recorders
- ♦ Microfilm Viewers

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates

Must have a valid Washington State driver's license and proof of insurance. Drivers License must not contain any restrictions that would otherwise prevent the employee from driving GSA vehicles.

Other

Must demonstrate cultural awareness and sensitivity of personal history's and historical documents.

Must demonstrate ability to conduct business confidentially and protect tribal members history.

Must demonstrate an ability to perform accurate research through extensive reading and in gathering oral history information.

Must have strong interpersonal skills to work with the Tribal Membership and general public.

Must have strong organizational skills.

Must be able to work independently and be self-motivated.

Must be willing to attend training for professional development.

Must be able to multi-tasks and handle frequent interruptions throughout the day.

Must be able to work in a team-centered environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires operation and set up of equipment.
- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier as well as various computer programs and audio/visual equipment.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting. Local travel required.
- There are frequent contacts and interruptions throughout the day.
- Stamina to work in a team environment in a shared workplace.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

APPLY ONLINE AT [HTTP://PUYALLUP-TRIBE.COM/EMPLOYMENT/](http://PUYALLUP-TRIBE.COM/EMPLOYMENT/)

IF YOU HAVE ANY QUESTIONS ABOUT THE ONLINE APPLICATION CALL **253-573-7863** OR EMAIL JOBS@PUYALLUPTRIBE-NSN.GOV