

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band

JOB ANNOUNCEMENT

TITLE: Records Management Specialist
DEPARTMENT: Administration
CLOSING DATE: March 30, 2018
CLASSIFICATION: Permanent, Full-Time
SALARY: Starting Salary Range: \$34,319 – \$43,378 (Dependent on Qualifications). Note: Position has been classified as 50% tax exempt for qualified tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. Benefits include health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

DUTIES AND RESPONSIBILITIES

Reports to the Deputy Administrator providing assistance in the development, maintenance, implementation, and expansion of an electronic record management system to manage GLIFWC's official records and capture the institutional memory of employees. Develop, maintain and expand upon the Commission's record management system (OnBase) and act as a subject matter expert and primary technical contact for all record management systems and related processes across all GLIFWC divisions.

QUALIFICATIONS

Applicants must possess: Master's Degree in Business Administration/Information Systems/Library Science, Public Administration, Computer Science, or Information Science; or Bachelor's degree in Business Administration/Information Systems/Library Science, Public Administration, Computer Science, or Information Science with three years of related work experience with degree specialization in Information Organization and E-resource Management, Information and Records Management, Information Technology, or a related program emphasis.

In addition, applicants are required to demonstrate:

- Experience in administering digital libraries and electronic document management systems.
- Knowledge of database/information architecture (i.e. database design and management, relational data, document structures, metadata, etc.)
- Possession of a Certified Records Management (CRM) certificate is desirable.
- A high degree of skill in written and oral communications is required in addition to demonstrated abilities in working with others and leading teams undertaking Systems Analysis and other projects.
- An ability to work independently and effectively implement and manage projects.
- Must have a valid driver's license and be insurable.
- Work or other relevant experience with Indian Tribes or governmental agencies preferred.
- Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638)

APPLICATION PROCEDURE

Submit a completed GLIFWC application for employment (available at: www.glifwc.org), letter of interest, resume, and three references to:

Wayne LaBine, Deputy Administrator
Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861
wayne.labine@glifwc.org