



**The Klamath Tribes**  
501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219  
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OPEN: 02/20/24  
CLOSE: 03/05/24

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

### POSITION DESCRIPTION

**POSITION:** RECORDS MANAGER

**RESPONSIBLE TO:** Administrative Officer

**SALARY:** Step Range: 15-25; Full Benefits  
Salary Range: \$41,687 - \$56,024  
Hourly Range: \$20.04 - \$26.93

**CLASSIFICATION:** Management, Regular, Full-Time

**LOCATION:** Klamath Tribes Administration  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

**BACKGROUND:** Comprehensive Employee Level

### POSITION OBJECTIVES

The primary purpose of this position is to supervise the development, installation and administration of the records management program in accordance with established policies, including the retention, protection and disposition of reports, forms, correspondence, and other records. Maintain a comprehensive library and records information management program. Process incoming information, sort and classify material for integration into systems. Retrieve/reference information for users. Maintain logs and indexes to provide status of information.

This position requires someone who can work independently with minimal supervision to ensure timely, accurate and efficient work flow in accordance with office policies and procedures. The work often involves highly confidential matters.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Research, develop, implement and maintain the active and inactive records management

program including the electronic records information system, records inventories and classifying and indexing documents.

2. Oversee the development and maintenance of cost-effective systems for controlling the use, maintenance, reproduction, protection and disposition of all records. This includes, but is not limited to, off-site records storage facilities and/or electronic cloud storage
3. Formulate and oversee the development and maintenance of the Records Policy and Procedures, Records Retention Schedule and Standard Operating Procedures for the Records Program.
4. Monitor new or revised laws as it pertains to Records Management, Retention and disposition of records.
5. Oversee proper destruction procedures in compliance with Tribal Law.
6. Oversee the identification and preservation of department historical/archival records.
7. Manage contracts with outside vendors for inactive records storage, backup tape secure storage, and shredding and recycling services.
8. Receive and review request for records. Process requests following internal procedures and approval. Retrieve and compile requested records and information.
9. Plan, organize, direct, review, coordinate, and establish controls for Department records activities, including but not limited to, security of records and files, check-out systems and file management protocols.
10. Accumulate statistical data and/or performs special research, sourcing, verification and data gathering projects as directed.
11. Provide technical assistance and trainings on the Klamath Tribes Records Policy and records management principles and requirements per Tribal Law.
12. Serve as relief to Mail Technician.
13. Provide supervisory responsibilities for the Records Technician and occasional temporary employees. Perform overall work planning, establish work schedule and priorities, assign and review work. Personally, discuss the progress or the work and problem areas as they arise. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needs and ensure that training opportunities are provided. Resolve complaints or minor grievances and advise employee on matters related to less than adequate performance. Keep employee informed of management policies and goals.

14. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

Works under the immediate supervision of the Administrative Officer who provides general instructions. Work is assigned in terms of functional/organizational objectives. The supervisor assists with unusual situations, which do not have clear precedents.

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; ensures time lines are met.

Employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate.

Final drafts of most assignments are reviewed for quality and compliance with established policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Comprehensive knowledge of the records systems and concepts.

Ability to maintain cooperative working relationship with supervisor, co-workers.

Ability to interact with all levels of management and with employees of tribal government to determine records management requirements to store and retrieve records.

Ability to establish and implement effective administrative programs and procedures. Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.

Knowledge of regulations governing office procedures sufficient to assist staff members in expediting the work of the office, implement new procedures, and instruct clerical personnel in such procedures.

Ability to plan and organize work using one's own initiative and to seek information and assistance from the supervisor as necessary, making decisions based on experience.

Ability to communicate orally and in writing. Incumbent must be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, etc., as well as, for obtaining information or conveying messages.

Knowledge and ability to operate standard office equipment, specifically a typewriter, microfiche camera, scanner, reader/printer, and keyboard data entry.

Knowledge of legal requirements in record retention, destruction, preservation and protection.

Ability to lift and carry equipment, storage boxes, etc. up to 40 lbs.

Knowledge of Privacy Act and Freedom of Information Act.

Ability to effectively maintain **strict confidentiality** of records and information.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to an Associate Degree in related field **OR** relevant experience may be substituted, with three years of relevant work experience; or a combination of three years relevant education, experience, and training in related field may be substituted. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have demonstrated experience in manual and automated records management systems.
- **REQUIRED** to have supervisory experience.
- **REQUIRED** to have good communication and interpersonal relationship skills.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to be able to maintain **strict confidentiality** of records and information pertinent to the nature of the work.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.*)
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

### **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCEDURE**

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**Please Note:** If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>