



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/job-opportunities

Job Opportunity#: KT-JA-23-037	Opens: 02/28/2023	Duty Location: Anadarko, OK
Position Title: Records Management Director	Closes: OUF	
Salary Rate: \$18.00 to \$25.00 per hour	Position (1) Regular Full-time	
	Category: Exempt	

JOB SUMMARY:

Records Management Director performs duties under the general supervision of the Executive Director. Incumbent streamlines compliance with Federal laws, regulations, guidance and advise staff on any records management issues. Ensures that the program supports the tribal organization's mission and needs. Provides management and oversight over the entire records information life cycle; establishes files management systems, creation of documents, organization, determines the life span of records, archives and produces records for auditing and other purposes.

Goal: Serves as records custodian to preserve and protect the Kiowa Tribe and other agency sensitive information from unauthorized access, use, disposal, and destruction of the Tribe's records.

Reports To: Executive Director

HOW TO QUALIFY FOR THE JOB:

Education: Bachelor's degree in a related field such as Business Administration, Finance, Accounting, Information Technology OR two (2) years of responsible experience in a records management program or certifications in related training.

Experience:

- Proficient in the use of various computer-based programs such as Laserfiche, Microsoft Word, Excel, Access, Outlook, and PowerPoint.
- Ability to maintain and preserve records and prepare accurate reports.
- Ability to communicate effectively in oral and written format.
- Working experience providing presentations and training for records management to all employees.
- The Records Management Director develops instructional methods, materials and guidance related to the management of Kiowa Tribe records.
- Works with Federal Records Center (FRC) and/or other agencies to establish records management series and plans that suit the Kiowa Tribe and their mission goals. Establishes records management plans for tribal and/or federal program maintenance.
- Conducts site visits to include all Kiowa Tribe offices, contracted entities, as well as business legislatures to evaluate the effectiveness and efficiency of the overall records management program and ensure compliance.

EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (13) paid holidays
- Medical, dental, and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy

HOW TO APPLY:

Submit To E-mail: hr@kiowatribe.org

Phone: 580-654-6464

OR drop off at: 100 Kiowa Way, Carnegie OK 73015

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.