

**YAKAMA NATION PERSONNEL DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2011-057 **Issue Date:** 04-05-11 **Closing Date:** 04-25-11

**Library Administrator**  
**Yakama Nation Library**  
**Department of Health & Human Services**  
**Hourly Wage: \$22.64/Full-Time/Regular**

Administers daily operation of the Yakama Nation Library. Develops and manages strategic planning of annual library activities and events. Conducts research for the acquisition of publications. Provides patron computer access and internet services. Conducts and/or coordinates public presentations to local schools. Manages and provides assorted media resources for patrons. Plans and coordinates staff training. Ensures security of library equipment and collections. Evaluates equipment and supply needs. Networks with other tribal libraries. Interacts with Tribal School staff to ensure the library actively meets educational needs. Utilizes the tribal accounting systems to monitor budgets and process financial documents. Researches, develops, and writes grants to support Library services, resources, cultural materials, and collections. Ensures integration of Plateau cultural material into Library collections for dissemination to and accessibility of patrons. Monitors and ensures use of culturally sensitive materials is protected pursuant to Tribal Council guidance.

**Knowledge, Skills and Abilities:**

- Must have pleasing personality to work compatibly with staff and public.
- Ability to provide efficient and courteous customer service.
- Knowledge of cultural philosophy, theoretical concepts and principles and accepted library standards for the establishment and maintenance of a library.
- Knowledge of participatory management philosophy and how and when to apply.
- Knowledge of library services and protocols used to develop and maintain inter-library working relationships and agreements.
- Knowledge of types of public and private libraries.
- Knowledge of the Yakama Nation Reservation, and surrounding communities.
- Knowledge of Yakama members possessing cultural and traditional knowledge who are willing to share it (record) for the benefit of the Yakama people.
- Knowledge of private and public institutions/organizations that support research, gathering and dissemination of Plateau cultural information.
- Ability to form partnerships to develop entertaining and cultural education materials.
- Knowledge and ability to write comprehensive or concise communication.
- Skill & ability to use a computer & assorted software.
- Skill and ability to create and design promotional material for bulletins, notices, flyers, posters, emails, new releases, and other library materials.
- Ability to multi-task several projects and /or activities simultaneously.
- Ability to travel when necessary.
- Ability to establish and maintain effective working relationships.
- Ability to follow established chain of command, organizational protocols, policies, and procedures.
- Knowledge of purchasing, accounting, travel, and personnel policies.
- Knowledge of standard safety polices relative to security of staff and patrons.
- Knowledge of Yakama history, culture, and tribal governmental structure.

**General Recruiting Indicators:**

- Requires a Masters Degree in Library Science from an American Library Association accredited institution of higher learning. **OR** a Masters in Native American studies such as art history, ethnology, museology, or anthropology, **AND** 2-years practical work experience implementing a collection policy for acquiring, accessioning, cataloging, processing, displaying, and storing. Also, prefer experience in care & maintenance of organic paper collections as well as recordings such as videos, CDs and DVDs. **AND/OR**, several years of practical on-the-job experience as a library technician performing duties related to library science and the Dewey Decimal Systems.
- Must possess a valid Washington State Driver's License with ability to obtain a tribal permit.
- Must pass a criminal background check as per Tribal School policy.
- Two years of administrative, management and supervisory experience is required.
- Required pre-employment drug and alcohol test.