

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675.2700  
PERSONNEL OFFICE FAX: 406.675.2711  
WEBSITE: [csktribes.org](http://csktribes.org)  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Records Management Department Head

**LOCATION:** Records Management Office  
Kicking Horse/Ronan

**SALARY:** \$43.26 to \$49.72 per hour

**CLOSING DATE:** Thursday, March 28, 2024 at 5:30 p.m.

**SPECIAL CONDITIONS:**

**This position (is) a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to being placed in this position. *The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory one (1) year probationary period.***

This is a management and administrative position, responsible for the overall planning, budgeting, and management of the Records Management infrastructure. This position develops and implements the standard operating procedures and manuals required for efficient and effective data management, organization of information and security of the Confederated Salish and Kootenai Tribes' (CSKT) government-wide records and information. This position ensures compliance with legal requirements, facilitates access to records, and establishes the highest level of monitoring research and data management and information dissemination. The Department Head functions as a member of the CSKT Management Team to provide expert guidance, strategic management insights/planning, and contributes to effective decision-making recommendations on a variety of issues, topics, initiatives, programs, and services within the Tribal organization. The incumbent exercises supervision over professional, technical, administrative, and clerical employees assigned within the department.

**Specific duties and responsibilities include:**

- Develop and implement records management strategies aligned with short-range and long-range organizational goals.
- Lead the organization and collaborate with senior leadership to integrate records management into business processes to efficiently serve the tribal government.
- Establish and enforce records management policies, procedures, and guidelines.
- Ensure compliance with relevant regulations (e.g., CSKT Ordinances, NARA, HIPAA, SOX).
- Lead organizational implementation of policy and standard operating procedures and the annual review of such guidelines to promote compliance.
- Design and maintain efficient and effective records retention schedules and indices.
- Oversee the creation, classification, storage, retrieval, and disposal of records.
- Evaluate and implement state of the art records management software and tools.
- Lead digitization efforts to transition from paper-based to electronic records.
- Administers employee management activities within department.
- Train organization-wide on records management best practices.
- Schedule and conduct regular team meetings.

- Foster a culture of information governance across the organization.
- Identify and address risks related to records management.
- Conduct records system audits and assessments to ensure data integrity.
- Work closely with legal, IT, compliance, other departments, and external stakeholders as it relates to data statistics and research studies.
- Support e-discovery processes during legal proceedings.
- Manage a strategic approach alongside the IT Department and Facilities and Maintenance Department to ensure optimal systems and infrastructure.
- Represent CSKT in matters of records management for public, federal, inter-governmental, or intra-governmental inquiries; in concurrence with supervisor.
- Manage all financial responsibilities related to department operations.
- Allocate resources effectively for records management initiatives.
- Budget and monitor costs related to storage, software, and personnel.
- Develop and maintain disaster recovery plans for critical records.
- Ensure continuity of essential services during emergencies.
- Generates measurable records management goals and reports on performance.
- Measure key metrics such as retrieval time, compliance rates, and storage efficiency.

### **MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION):**

- Associate's degree in records management, information science, business administration, public administration, data science, management information systems, or related field from an accredited university is required; preference will be given for Bachelor's degree with an emphasis in information/data management, or Masters' degree in a related field.
- Ten (10) years' management experience, including full responsibility in supervision of technical or higher-level employees AND five (5) years of increasingly responsible work experience in managing budgets, certifications, bookkeeping, and databases. Preference will be given for verifiable experience in administrative/management related functions for tribal government, Indigenous communities and/or similar organizations.
- Ten (10) years of increasingly responsible work experience in work planning, productivity, reporting of outcomes, and developing data tracking for reporting and records management.
- Must have experience in development of policy and procedures.
- Experience with legal, ethical, and moral approaches with Native Americans is a must.
- Proven experience in records management, preferably in a leadership role, with preference given to Certified Records Manager (CRM) designation.
- Must pass local, state, and federal background checks (upon hire and yearly thereafter) and is subject to CSKT Drug and Alcohol Policies.
- Must have a valid Driver's License or be able to obtain one within six (6) months.

🚩 **Interested applicants may obtain further information by requesting a copy of the full position description.**

### **SUBMIT:**

1. Complete Tribal employment application.
2. Copy of relevant academic transcript.
3. Copy of current valid driver's license.
4. If enrolled in a Federally recognized Tribe "other than" CSKT, please submit proof.
5. If claiming Veteran' preference, submit a copy of the DD214 form.

❖ **FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

☑ Include Letters of Reference, a Cover Letter or a Resume as a personable supplement to the application packet.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1040, [personnel@cskt.org](mailto:personnel@cskt.org). **FOR MORE INFORMATION:** Contact Lisa Shourds, Director of Administration @ 406.675.2700, Ext. 1168.