

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Repatriation, Archives and Records Director

**Department:** Repatriation, Archives, Records

**Reports to:** Executive Director Unit I

**Salary Range:** \$67,787.20 to \$127,129.60 Annually

**Status:** Exempt

**Level:** GD

**Opens:** February 11, 2026

**Closes:** March 04, 2026

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**SUMMARY:** The Repatriation, Archives and Records Director provides supervision and leadership to the Repatriation, Archives and Records Department in order to preserve the history of the Odawa/Anishnaabek. Moreover, this position will plan and direct all activities and operations; and is responsible for collections, education and preservation of LTBB documents, cultural artifacts and other related historical items. This position also has the overall responsibility of overseeing all department employees and fiscal and programmatic management of all Repatriation, Archives and Records programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Responsible for the overall leadership, planning, development, and implementation of the LTBB Repatriation, Archives and Records Department services.
- Provide supervision, management, and oversight of department staff including: facilitating weekly department and program meetings; planning, assigning, and directing work; problem-solving; coordination of professional development; performance evaluation and staff recognition; supporting staff engagement; staff motivation; and empowerment to perform.
- Oversee outreach, recruitment, and retention for all programs.
- Lead program development, expansion, improvement, and oversee the coordination of special events, projects, and activities.
- Develop and amend department policies and procedures; assist in the writing and revision of tribal statutes and regulations related to department programs.
- Direct activities and staff engaged in cataloging and safekeeping of all materials, artifacts, documents and records on behalf of the Little Traverse Bay Bands of Odawa Indians.
- Analyzes information to make decisions regarding development and enforcement of policies, procedures and programs.
- Ensure department programs are making adequate progress towards program goals and objectives, and are in compliance with applicable departmental, tribal, federal, and other statutes, laws, policies, procedures, and regulations.

- Responsible for preparing, monitoring, and maintaining program budgets including expenditure approvals, budget modifications, funding requests, and anticipating financial needs.
- Facilitate the development of the department's strategic plan including establishing and implementing vision, mission, goals, and objectives for the department.
- Develops and implements preservation and conservation plan for existing collections and other archived assets.
- Researches public and private grant agencies and foundations to identify potential sources of funding and assist in preparation and submission of applications and proposals.
- Assist the Grants Department with grant applications for department programs including project planning, budget development, narrative development and review.
- Attend required meetings, provide information/leadership as appropriate, and participate in any work group or committee assignments.
- Directs staff activities with regards to handling daily administrative matters such as maintenance requests or legal issues to include responding to potential or pending litigation.
- Seeks opportunities for enhancing historical/cultural awareness and education in local public schools, museums and other public institutions.
- Create and distribute historical and educational materials on Odawa history.
- Research public and private archives, libraries and other repositories to gather information regarding Odawa history.
- Assist other LTBB governmental departments with historical information.
- Provide public information, educational outreach, training, and technical assistance regarding department programming and Odawa/Anishnaabek as necessary.
- Maintain open communication with Unit Director I on all aspects of the department through regular verbal and written reports.
- Other duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

##### Required

- Bachelor's Degree in Museum Studies, Archival Studies, Collections, or closely related field.
- Minimum of 4 years of experience in Archival/Museum or closely related field.
- Demonstrated knowledge of the history and cultures of Anishinaabek of the Great Lakes region
- Demonstrated experience supervising employees in the workplace.
- Experience in grant management and budget management.
- Experience administration responsibilities.
- Experience with public speaking.
- An excellent work history and good job references.
- A high ethical sensibility is required.

##### *Preferred*

- Master's Degree in Museum Studies, Archival Studies, Collections, or closely related field.
- Minimum of 2 years of experience in Archive/Museum or closely related field.
- Minimum of 2 years of experience supervising employees in the workplace.
- Demonstrated knowledge of the history and cultures of Anishinaabek of the Great Lakes region

#### **COMPETENCIES:**

To perform the job successfully an individual should demonstrate the following: the ability to work well with other individuals, departments, and outside organizations. The ability to work alone and be a self-

starter. Contribute to a positive work environment, show respect and sensitivity to cultural differences. The ability to problem solve, set goals, and objectives. Demonstrate accuracy and thoroughness, prioritize and plan work activities. Have the ability to perform repetitive tasks. Must have a good work history if previously employed by LTBB.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

##### **General**

- Ability to work as part of a team
- Strong skills in record, document, and artifact management
- Strong organizational skills
- Good communication skills, both written and verbal
- Travel to perform research, attend conferences, meetings, and other related duties
- Ability to perform without direct supervision

##### **Language**

- Ability to write reports, summaries, and business correspondence
- High levels of reading comprehension and critical analysis
- Effect public speaking capabilities

##### **Computer**

- Must have high level of competency with computers
- Must have proficiency with various software packages including Microsoft Office (Word, Excel, Access, Outlook, PowerPoint), and PastPerfect
- Must be able to utilize appropriate equipment such as: scanners, digital cameras, audio recorders, printers, various computers (laptops, ipads, smart phones, etc.), and projectors
- Must be able to complete internet research and maintain database files

**SUPERVISORY RESPONSIBILITIES:** Manages staff of the Repatriation, Archives and Records Department. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, training employees; planning, assigning and directing work, appraising performance, rewarding and disciplining employees, treating all employees equally, addressing complaints and resolving problems.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit; use hands to finger, handles or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

#### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. Will work in a cool temperature and low humidity-controlled environment.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid driver's license, reliable transportation and have an insurable driving record.

#### **COMMENTS:**

Indian preference will apply. Individuals must pass a thorough background investigation.