



PECHANGA BAND OF INDIANS
Pechanga Indian Reservation

Post Office Box 1477 (Temecula, CA 92593
Telephone (951) 676-2768 Fax (951)695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Cultural Intern - Tribal Member
STATUS: Non-Exempt
CLASSIFICATION: Part-time
DEPARTMENT: Cultural Resources
SUPERVISOR: Curator and/or Archivist
POSITION CATEGORY: A
RATE OF PAY:

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minnear

SUMMARY

This position is a Part-time position, 16 hours per week. The Cultural Intern will assist with curation and library duties which may include: cataloging and sorting cultural items, shelving library materials such as books, electronic media, pictures, cards, slides and microfilm. The Cultural Intern will place material in shelving area, stacks, or files according to identification number and title. Duties will also include preservation and conservation of sensitive materials, and conducting needs assessment surveys. The Cultural Intern will also assist with Outreach as needed, which may include preparation of displays and exhibits, and participating in activities or events. This position may also assist with processing archaeological collections as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Read and write in the English language.
- Maintain records of items received, stored, issued, and returned.
- Perform clerical duties to include filing, word processing, scanning and photocopying.
- Process new materials including books, magazines, journals, audiovisual materials, and archaeological material.
- Provide assistance to the Curator and Archivist in the maintenance of collections of books, periodicals, magazines, newspapers, documents, audiovisual and other materials.
- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
- Ability to input information into databases and/or software programs.
- Attach identification information to books, items, artifacts or containers.
- Maintain inventory records.
- Other job related duties as assigned
- Must adhere to all the policies and procedures of the Pechanga Tribal Government

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Pechanga Tribal Member required
- High school diploma or equivalent required
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Requires being exact, highly accurate, and detail oriented.
- This position must comply with the Pechanga Tribal Government Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and write in the English language.
- Ability to maintain records of items received, stored, issued, and returned.
- Knowledge of MS Word, Excel, Outlook, PowerPoint and Publisher required.
- Knowledge of PastPerfect library and museum software preferred.
- Knowledge of Library of Congress and OCLC websites preferred.
- Must possess excellent oral and written communication skills.
- Must be able to work independently and in a team environment
- Excellent interpersonal skills: tact, patience, flexibility, and ability to maintain professional demeanor at all times.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, and talk or hear. They must be able to speak clearly so listeners can understand and understand the speech of another person. The employee is constantly required to use hands to finger, handle, reach, lift and carry books, reach with hands and arms and operate computers. This role requires manual dexterity to handle books and a variety of media formats and the repeating of the same physical activities or mental activities over and over. The employee is regularly required to climb or balance; stoop, kneel, crouch or crawl. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus, all of which would allow the employee to read, sort and shelf library materials and cataloging records.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee works amid normal conditions of dust, odors, and noise. This job usually requires working indoors in environmentally controlled conditions. The noise level in the work environment is usually quiet while in the office, or moderately noisy during events. Job tasks are sometimes performed in close physical proximity to other people.

Employee’s acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee Date Print name of employee

Signature of Employee’s Manager Date Print name of employee’s manager

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