Office Title: Records Access Officer  |  Civil Service Title: Principal Administrative Associate
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Level: L3  |  Salary Range: $58,695 - $89,699
Division / Work Unit: Counsel’s Office  |  Number of Positions: 1
Job ID: **543350**  |  Hours / Shift: Monday – Friday (9am – 5pm)
Position Status: Full-Time / Permanent  |  Application Deadline: Until Filled

**DISCLAIMER:** The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.

**NOTE:** ONLY CANDIDATES WHO HAVE A PERMANENT PRINCIPAL ADMINISTRATIVE ASSOCIATE OR COMPARABLE CIVIL SERVICE TITLE WILL BE CONSIDERED FOR AN INTERVIEW. PLEASE INCLUDE YOUR EMPLOYEE IDENTIFICATION NUMBER (EIN) WHEN APPLYING AND INDICATE IN YOUR COVER LETTER IF YOU ARE A PERMANENT PRINCIPAL ADMINISTRATIVE ASSOCIATE OR IN A COMPARABLE TITLE.

**THE AGENCY**
The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and by sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the $1 billion Neighborhood Development Fund, geared toward ensuring growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION**
The Counsel's Office advises the Department of City Planning (DCP), the City Planning Commission, other governmental agencies, and private entities on all issues related to zoning, land use review, planning, development, environmental review, and agency administration and procedures.

THE ROLE
DCP’s Records Access Officer, under general direction, with wide latitude for independent judgement and initiative, will:

- Act as DCP’s liaison on all Freedom of Information Law (FOIL) matters
- Process, research, track and timely respond to FOIL requests for DCP records using the City’s OpenRecords portal and internal record-keeping systems
- Maintain and organize electronic and physical FOIL files
- Perform computerized research, enter data and generate reports in OpenRecords and DCP databases
- Communicate with Counsel staff and other DCP divisions regarding requests for DCP records
- Manage the retrieval and return of DCP’s archived files stored off-site
- Represent DCP at any meetings involving other city agency Records Access Officers

PREFERRED SKILLS:
- Strong computer and database skills; proficiency with Microsoft Office Tools, including Sharepoint, Word, and Excel; familiarity with eDiscovery software
- Excellent communication and organizational skills
- Experience with FOIL

MINIMUM REQUIREMENTS:
Authorization to work in the United States is required for this position. NYC Department of City Planning does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or

2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or

3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;

4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.
TO APPLY: All applications must be submitted through the NYC Careers / ESS Website

City Employees
1. Log in to ESS.
2. Search for job ID number: 543350
3. Click on the job business title: Records Access Officer
4. Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

PLEASE NOTE: New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with a Human Capital representative.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual’s sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.