

**City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice**

Civil Service Title: PUBLIC RECORDS OFFICER	Level: 00
Title Code No: 60216	Salary: \$42,808.00/\$42,808.00-\$42,808.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Archivist	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 383629	Hours/Shift: Day - Due to the necessary technical management support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.
Job Description	
<p>The Department of Records and Information Services/Municipal Archives seeks a responsible individual to join its team helping to preserve the City's historical records.</p> <p>Under general supervision, with wide latitude for the exercise of independent judgment or action, the archivist will execute project plans associated with a collections move. The work includes overseeing associates who will perform basic preservation tasks including re-boxing, cleaning/vacuuming, and prepping collections for relocation.</p> <p>This position will include moving and lifting heavy over-size cartons and books at the Archives off-site facilities.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A Master's degree from an accredited college in Library Science, Archival Science, American History, Political Science, or a related area; or 2. A baccalaureate degree from an accredited college and one year full-time professional experience in archival, records management or library work; or 3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have the baccalaureate degree from an accredited college. 	
Additional Information	
This is a temporary funded one year position.	
Residency Requirement	
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 the agency representative at the time of interview.	
To Apply	
<p>Search for the Job ID # 383629 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p> <p>NO EMAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</p> <p>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERTAON WILL BE CONATCTED.</p> <p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL</p>	
Posting Date: 02/12/2019	Post Until: 02/23/2019

The City of New York is an Equal Opportunity Employer