

**City of New York**  
**DEPT OF RECORDS & INFO SERVICE**  
**Job Posting Notice**  
**Temporary Grant Funded Position**

<b>Civil Service Title:</b> PUBLIC RECORDS OFFICER	<b>Level:</b> 00
<b>Title Code No:</b> 60216	<b>Salary:</b> \$23.43/\$26.95-\$33.66 <b>Frequency:</b> HOURLY
<b>Title Classification:</b> Competitive	
<b>Business Title:</b> FILM ARCHIVIST	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Municipal Archives	<b>Number of Positions:</b> 1
<b>Job ID:</b> 371721	<b>Hours/Shift:</b> Day - Part- time Temporary Position. Due to the necessary 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.
<b>Job Description</b>	
<p>The Department of Records and Information Services is seeking to hire a temporary grant funded Film Archivist. Under direct supervision by the project manager, the film archivist/digitization technician will be responsible for the digitization of the NYPD Surveillance Film collection. The film archivist/digitization technician will prepare, clean, re-house, and perform minor repairs on the film collection; run the film through the film scanner and software; perform any necessary digital correction and processing; enter condition and descriptive information into Archives Space; and perform quality control on the digital files.</p>	
<b>Minimum Qualification Requirements</b>	
<p>1. A Master's degree from an accredited college in Library Science, Archival Science, American History, Political Science, or a related area; or</p> <p>2. A baccalaureate degree from an accredited college and one year full-time professional experience in archival, records management or library work; or</p> <p>3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have the baccalaureate degree from an accredited college.</p>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Master's degree in Moving Image Archiving and Preservation, Library Science, Archives and Public History, or equivalent.</li> <li>• Background and experience in film digitization and related technology, processing and cataloging records, and archival theory and best practices.</li> </ul>	
<b>Residency Requirement</b>	
<p>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.</p>	
<b>To Apply</b>	
<p><b>Search for the Job ID # 371721</b>  <b>External Candidates please go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a></b>  <b>Current NYC employees please go to <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a></b></p> <p><b>NO EMAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</b></p> <p><b>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERTAON WILL BE CONATCTED.</b></p> <p><b>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL</b></p>	
<b>Posting Date:</b> 10/22/2018	<b>Post Until:</b> 11/02/2018

**The City of New York is an Equal Opportunity Employer**