

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

Civil Service Title: ASSOCIATE PUBLIC RECORDS OFFICER	Level: 02
Title Code No: 60217	Salary: \$61,469.00/\$70,689.00-\$70,689.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: COLLECTIONS MANAGEMENT ARCHIVIST	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 534047	Hours/Shift: Full-Time -Due to the necessary duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

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.

Job Description

The Department of Records/Municipal Archives seeks a responsible individual to join its team helping to preserve the City's historical records in the Municipal Archives. Under general supervision, with wide latitude for the exercise of independent judgment and action, The Associate Public Records Officer analyzes archival and library procedures and protocols; implements improvements to comply with industry standards and/or best practices; and has proficient knowledge of management and operation of library and archival management and digital preservation systems.

The Associate Public Records Officer contributes to work and activities that raise the profile of the library and archives such as presentations and talks, creating web-related content, and other outreach activities.

The candidate will oversee, and support work related to collections management including processing projects, data remediation and standardization projects, and cross-divisional collaboration with digital labs, conservation and preservation, and reference and research services contributing to preservation and digitization priorities. In addition, the candidate will supervise staff, monitor, and report on performance measurements, and identify and support professional development opportunities. The position will include moving and lifting heavy over-size cartons and books. The work will take place in two locations, 31 Chambers St. In lower Manhattan, and Industry City, in Sunset Park, Brooklyn.

Minimum Qualification Requirements

1. A master's degree from an accredited college in Library Science, Archival Science, American History, Political Science, or a related area, plus two years of full-time experience in archival or library science, one year of which must have been in a supervisory capacity of incumbents performing at a professional level; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a master's degree from an accredited college and the one year of supervisory experience as described in "1" above.

Preferred Skills

- Excellent interpersonal, communication, and organizational skills
- Experience with cataloging systems and archival discovery tools
- Ability to work effectively both independently and collaboratively on multiple on-going projects
- Demonstrated experience in database management and data migration
- Strong computer skills

Additional Information

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

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.

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

Search for the Job ID# 534047

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

Posting Date: 06/07/2022

Post Until: 06/20/2022

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.