

**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: \$44,092.00/\$49,229.00-\$49,229.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: DIGITIZATION TECHNICIAN	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 459015	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.
Job Description	
<p>The Municipal Archives seeks a full-time, temporary digitization technician for a grant funded project.</p> <p>The digitization technician will be responsible for digitizing 189 old town historical ledgers using a DT Rcam digital copy stand system with Capture One and Adobe Creative Cloud software in accordance with Federal Agencies Digitization Guidelines Initiative (FADGI) standards.</p> <p>The technician will photograph the ledgers, making sure the camera is in focus at all times and capturing according to FADGI 4.0 standards.</p> <p>Additional duties include performing post-production activities including processing RAW files to TIFFs, cropping, embedding metadata, creating access copies, uploading files to a storage server and coordinating for transfer to cloud storage.</p> <p>The technician will work under the direct supervision of the Digital Programs Manager, and coordinate with the grant archivist for ledger description.</p> <p>This position will include moving and lifting heavy over-size cartons and books within and between the Archives headquarters and off-site facilities.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A Masters degree from an accredited college in Library Science, Archival Science, American History, Political Science, or a related area; or 2. A baccalaureate degree form 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. 	
Preferred Skills	
<ol style="list-style-type: none"> 1. One year full-time professional experience in archival digitization work and/or digital photography. 2. Demonstrated familiarity with digital photography, camera equipment and Capture One software. 3. Demonstrated ability to perform careful physical handling of original materials during the digitization process. 4. Comprehensive knowledge of Adobe Creative Cloud products. 	
Additional Information	
Temporary Grant Funded Project - Approximate end date 12/31/2021	
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# 459015

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: 04/20/2021

Post Until: 05/03/2021

The City of New York is an Equal Opportunity Employer