

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: \$27.16/\$31.24-\$39.03 Frequency: HOURLY
Title Classification: Competitive	
Business Title: ARCHIVIST - PART-TIME	Work Location: 31 Chambers St., N.Y. and offsite facility in Sunset Park, Brooklyn
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 646997	Hours/Shift: Part-time- not to exceed 34 hours per week. 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	
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 or action, the archivist will perform appraisal and accessioning activities; perform reference tasks including serving on a reference desk, and research for agency projects and outside researchers; train and supervise student employees, interns, and volunteers; assist to plan and execute special projects as required; develop and execute project plans for processing records; and promote the preservation of agency and city records. This position will include moving and lifting heavy over-size cartons and books within and between the Archives headquarters and off-site facilities.	
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. 	
Preferred Skills	
<ul style="list-style-type: none"> • Experience with industry standard tools, descriptive schemas, and style (i.e., EAD, DACS, ArchiveSpace, Archivists' Toolkit). • Knowledge of archival theory and best practices, • Experience developing and executing project • Supervisory experience 	
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	
All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess Click on Recruiting Activities/Careers and Search for Job ID # 646997 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 646997	
NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.	
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.	
APPOINTMENTS ARE SUBJECT TO THE OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.	
55-a Program	
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.	
Public Svc Loan Forgiveness	
As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at https://studentaid.gov/pslf/	
Posting Date: 08/21/2024	Post Until: Filled

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.