

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

Civil Service Title: ASSOCIATE PUBLIC RECORDS OFFICER	Level: 01
Title Code No: 60217	Salary: \$61,358.00/\$65,000.00-\$65,000.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Collections Management Archivist	Work Location: 31 Chambers St., N.Y. & offsite warehouse Industry City in Sunset Park, Brooklyn
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 679888	Hours/Shift: Day - 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 Department of Records/Municipal Archives seeks a responsible individual to join its team for an approximately one-year grant-funded project. Under general supervision, with wide latitude for the exercise of independent judgment and action, The Associate Public Records Officer will implement archival standards for processing and describing paper records collections. The Associate Public Records Officer contributes to work and activities that raise the profile of the archives such as presentations and talks, creating web-related content, and other outreach activities. The candidate will be responsible for processing archival collections and overseeing a processing technician. In addition, monitor and report on performance measurements and ensure the grant deliverables are met by coordinating with other MA staff. The position will include moving and lifting heavy oversize cartons and books. The work may take place in two locations, 31 Chambers St. In lower Manhattan, and Industry City, in Sunset Park, Brooklyn.</p>	
Minimum Qualification Requirements	
<p>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.</p>	
Preferred Skills	
<ul style="list-style-type: none"> • Expertise with cataloging systems, archival discovery tools, and digital preservations systems such as ArchivesSpace and Preservica • Excellent interpersonal, communication, and organizational skills • Expertise with cataloging systems and archival discovery tools • Ability to work effectively both independently and collaboratively on multiple projects • Demonstrated experience in database management and data migration • Strong computer skills 	
Residency Requirement	
<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>	
To Apply	
<p>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 # 679888 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 679888</p>	
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	
<p>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.</p>	
Public Svc Loan Forgiveness	
<p>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 Educations website at https://studentaid.gov/pslf/</p>	
Posting Date: 09/19/2024	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.