

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: \$59,571.00/\$68,507.00-\$68,507.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: ARCHIVIST	Work Location: 31 Chambers St., N.Y., and Industry City, in Sunset Park, Brooklyn.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 611177	Hours/Shift: Full-Time/Day - Due to the necessary support duties of this position, the 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. Under general supervision, with wide latitude for the exercise of independent judgment and action, the Associate Public Records Officer analyzes archival procedures and protocols; implements improvements to comply with industry standards and/or best practices; and has proficient knowledge of management and operation of archival management and digital preservation systems. 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 may support work related to collections management, appraisals and accessions, digital labs, conservation and preservation, and reference and research services. In addition, the candidate may supervise staff, monitor, and report on performance measurements, and identify and support professional development opportunities. The position will include moving and lifting heavy oversize cartons and books.

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
- 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.
- Proficiency in MS Office Suite and Adobe, and strong computer skills
- Expertise with cataloging systems, archival discovery tools, and digital preservation systems such as ArchivesSpace and Preservica

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 # 611177
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 611177

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.

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: 10/13/2023

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.