

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

Civil Service Title: ADMINISTRATIVE PUBLIC RECORDS OFFICER	Level: M1
Title Code No: 10041	Salary: \$66,066.00/\$71,246.00-\$114,715.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Director of Municipal Library	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Reference & Research	Number of Positions: 1
Job ID: 639495	Hours/Shift: Day -Full-Time Due to the duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shift
Job Description	
<p>The Department of Records & Information is seeking to hire the Director of the Municipal Library.</p> <p>About the Municipal Library: The Municipal Library is the official depository library for New York City agency publications in hard copy and digital formats. The collection contains over 400,000 items dating from the 18th century to the present. The bulk of the collection is from the 20th Century. The Library utilizes these databases and platforms: Koha open-source software for cataloging and searching the Library collection OCLC WorldCat, making the Library holdings visible to other libraries and their patrons ArchiveSocial/Civic Plus archive of official social media postings from city government accounts. This collection is maintained by the Municipal Library Operates and maintains the Government Publications Portal (GPP). The GPP is an online repository for electronic city agency publications. All agencies are required by section 1133 of the NY City Charter to submit reports to the GPP. Library staff approve publications, update the GPP and work with city agency submitters on concerns. https://a860-gpp.nyc.gov/collections/zw12z528p?locale=en</p> <p>Owns and maintains the OpenRecords platform that the public uses to make Freedom of Information Law (FOIL) requests and government offices use to respond to those requests. https://a860-openrecords.nyc.gov/</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Manage operations of Municipal Library. Supervise staff, including professionals, interns, clerical, and paraprofessionals. • Develop and submit performance measurement indicators. • Collaborate with Municipal Archives Director to cross-train staff in both divisions • Provide reference services. Direct operations of Government Publications Portal. https://a860-gpp.nyc.gov/collections/zw12z528p?locale=en • Develop policies and procedures for collection management, budgeting, technical , and reference services. • Review and expand plan to identify and preserve library materials requiring conservation. • Develop and implement plan for digital reformatting of library materials. Interact with city agency librarians to share professional resources and collaborations • Communicate effectively with agency management, staff and stakeholders to carry out the library’s mission • Oversee publication of monthly newsletter, DORIS Notes, describing agency activities and Library collections 	
Minimum Qualification Requirements	
<p>Qualification Requirements</p> <p>1. A master's degree from an accredited college in Library Science, Archival Science, American History or Political Science or a related area, plus four years of full-time professional experience in a governmental archives, records management center or library complex, 18 months of which must have been in a supervisory, administrative, consultative, managerial, or executive capacity; or</p> <p>2. Education and/or experience equivalent to "1" above. However, all candidates must have a master's degree and the 18 months supervisory, administrative, consultative, managerial, or executive experience as described in "1" above.</p>	
Preferred Skills	
<p>The successful candidate will possess:</p> <ul style="list-style-type: none"> • Master’s degree in library science (M.L.S.) from an ALA-accredited Library School; • Minimum 10 years’ experience in library work. At least 5 years of management/supervisory experience; • Knowledge of library software systems, Internet, and digital collections. • Experience identifying and evaluating appropriate technologies for library staff and user populations. • Evaluate current and emerging technologies for their usefulness and effectiveness; • Creativity to develop and implement programs and services that will benefit patrons, staff and stakeholders; • Ability to understand and analyze complex problems and lead in creating effective, collaborative solutions; 	

- Effective oral and written communications skills; Ability to work independently and as part of a team;
- Experience with collection development and management.
- Familiarity with the concepts and principals of collection management including appraisal and acquisition, purchasing, preservation and weeding;
- Ability to effectively manage and motivate staff.
- Knowledge and experience of fundamental and advanced practices of management and supervision.
- Work collaboratively with staff and be an effective leader;
- Knowledge of reference methods and practices especially in relation to the user community.
- Ability to assess the needs of the reference community and take a collaborative approach with staff to meet such needs.
- Familiarity with reference sources and techniques;

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 #639495
 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 639495

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.

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: 06/26/2024

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.