

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Public Records Officer	Level: M-II
Title Code No: 10041	Salary: \$85,000-\$100,000 Frequency: Annual
Business Title: Director, Records Retention Management	Work location: 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 200636	Hours/Shift: Day Tour
<p>Job Description</p> <p>The NYC Department of Correction seeks to recruit a candidate to serve as the Director of Records Retention Management. Under executive direction and with latitude to exercise independent judgement and decision-making, the successful candidate will be responsible for overseeing the management, planning and operation of the DOC archival and records management program. The successful candidate will ensure that the records retention program activities are performed in accordance with established Federal, State and City standards, techniques, policies and procedures. The incumbent will partner with the Department of Records and Information Systems (DORIS) and DOC divisional units to plan and implement a strategy to effectively organize, maintain, archive, dispose, and/or transfer all departmental documents; conduct site and facility visits to coordinate compliance with records retention policies and schedules; in conjunction with the Information Technology Unit, plan and develop a comprehensive records retention/management database system, to catalog, index and organize records from various facilities; oversee and manage a centralized location to store and maintain records and documents; implement and maintain processes, policies, and appropriate controls to ensure compliance with legal, business, and information requirements for the proper retention and disposition of company information; manage and control active records, inactive records and storage centers; may supervise a records retention team to evolve and implement policy and processes for managing records containing personal information, electronic records retention/destruction, protection and discovery; recommend improvements and/or best practices for record retention to senior leadership; drive awareness and compliance by developing outreach programs and training plans, and delivering training to business units; perform audits of organizational records retention compliance on a regular basis; prepare reports of ongoing progress and retention issues; manage vendor relationships for offsite storage; and perform related duties as assigned.</p>	
<p>Minimum 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 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>	
<p>Preferred Skills</p> <p>Strong knowledge of data lifecycle management, data protection controls, data management systems, and technologies;</p> <p>Experience with information technology including data mapping/classification systems, system architecture, electronic records repositories, archival records or data retention programs is a plus;</p> <p>Ability to prioritize and manage multiple tasks; and pay attention to detail;</p> <p>Excellent interpersonal, team-building, organizational and communication skills;</p> <p>MS Office (Word, Excel, PowerPoint, Outlook) and other databases proficiency;</p> <p>Records Manager Certification (CRM) is a plus.</p>	
<p>Residency Requirements</p> <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>	
<p>To Apply</p> <p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. and search for Job ID#:200636.</p> <p>For all other applicants: Go to www.nyc.gov/careers/ and search for Job ID#: 200636</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 07/28/2015	Post Until: 08/28/2015

The City of New York and the New York City Department of Correction are Equal Opportunity Employers