

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

<b>Civil Service Title:</b> ADM MANAGER-NON-MGRL FRM M1/M2	<b>Level:</b> 00
<b>Title Code No:</b> 1002C	<b>Salary:</b> \$49,492.00/\$53,373-\$119,841.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Director Municipal Archives	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Municipal Archives	<b>Number of Positions:</b> 1
<b>Job ID:</b> 150119	<b>Hours/Shift:</b> Full-time

**Job Description**

The Department of Records is seeking a highly responsible individual to serve as Director of the Municipal Archives of the City of New York, one of the largest repositories of historical government records in North America. The Archives preserves and makes publicly available 221,000 cubic feet of historical material. Dating back to the 17th century, the collection comprises all types of material including manuscripts, photographs, ledgers, vital records, maps, architectural plans, moving images, sound recordings, and office records in both hard-copy and electronic formats. The Director will oversee and provide administrative direction in all areas of archives management including reference, conservation, photography, digital and microfilm re-formatting, MIS, off-site storage, accessioning, cataloging, development and public outreach. The Director will develop, oversee implementation and manage a document digitization/archival preservation plan for the Municipal Archives. The Director will prepare and submit grant proposals to secure funding that will support the agency mission of making the Municipal Archives holdings accessible to the public. The Director will advise and cooperate with the Departments executive staff in developing policies and plans for the Archives, will consult on personnel management, budget, security, and procurement, and will prepare and submit a variety of reports, including fiscal and narrative reports on Division productivity and activities. The Director will collaborate and cooperate with the Records Management, City Hall Library, Grants Unit, and Visitor Center divisions of the Department. The Director will represent the Archives at meetings both within and outside City government. The Director will be expected to organize and conduct meetings, workshops and other programs to advise staff, community groups and members of the public about the resources and services of the Municipal Archives. The Director will conduct research, report findings and will perform other related assignments. The position will include moving and lifting boxes, books, and objects.

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

**Preferred Skills**

Candidates with knowledge of New York City history preferred. Three years of experience working with digital archives, digital repositories and/or special collections. Experience with digitization projects, archival database management systems and website construction. Excellent organizational, communication and project management skills with a track record of planning and implementing large projects. Technical skills and knowledge including current metadata schemes and standards (EAD, MODS, METS, XML/XSL and other data structure standards) relevant to the archival control of digital collection materials; long term storage planning and digital asset management systems. Knowledge of archival file format (PDF/A & TIFF) Three or more years of grant writing experience. Three or more years of 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**

**Search for the Job ID # 150119**  
**External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)**  
**Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)**

**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.**

**Posting Date:** 05/02/2014

**Post Until:** Filled