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: $49,271.00/$56,662.00-$75,146.00  
Frequency: ANNUAL

Business Title: GRANT UNIT SUPERVISOR  
Work Location: 31 Chambers St., N.Y.

Division/Work Unit: Executive Offices  
Number of Positions: 1

Job ID: 247258  
Hours/Shift: Day - 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
The Department of Records & Information Services is seeking a responsible individual to lead the team responsible for administering $1 million in grants from the New York State Local Government Records Management Improvement Fund (LGRMIF). The program annually disperses funding to NYC mayoral agencies for projects to improve their records management programs. With significant latitude for independent action and judgment the Unit supervisor will have overall responsibility for administering the LGRMIF program. These responsibilities include ensuring adherence to all applicable State guidelines, guiding the application process, and closely monitoring funded projects. The position will require familiarity with current standards and practices in records management including electronic content management and filing systems. The supervisor serves as the primary conduit between the State program and the mayoral agencies and promulgates information through workshops, meetings, and other programs. Strong written and oral skills are essential. The position supervises subordinate personnel.

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
2. Must have overseen projects, from inception to completion, to integrate electronic record management systems with business operations  
3. Five years of working with digital repositories and/or special collections. Experience with digitization projects, database management systems.  
4. Excellent organizational, communication and project management skills with a track record of planning and implementing large projects.  
5. 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 collections, long-term storage planning and digital asset management systems  
6. 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 # 247258  
External Candidates please go to www.nyc.gov/careers  
Current NYC employees please go to www.nyc.gov/ess  

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.  
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Posting Date: 07/13/2016  
Post Until: Filled

The City of New York is an Equal Opportunity Employer