

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

<b>Civil Service Title:</b> PUBLIC RECORDS OFFICER	<b>Level:</b> 00
<b>Title Code No:</b> 60216	<b>Salary:</b> \$39,850.00/\$45,827.00-\$57,254.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Grants Unit Record Specialist	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Grants Unit	<b>Number of Positions:</b> 1
<b>Job ID:</b> 212695	<b>Hours/Shift:</b> Full-time
<b>Job Description</b>	
<p>The Department of Records Grants Unit is seeking a responsible individual to join the team administering \$1 million in State grant funds for projects to improve records management in NYC mayoral agencies. Under supervision, the grant unit record specialist will coordinate and assist mayoral agency record management officers in developing grant applications for shared service and demonstration projects focused on electronic management systems. The specialist will review grant proposals, conduct site visits, monitor project progress, and will assist at grants unit-sponsored workshops, training sessions and other programs. This position includes routine clerical tasks such as data-input and may involve lifting and moving over-size cartons.</p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>1. A Master's degree from an accredited college in Library Science, Archival Science, American History, Political Science, or a related area; or</li> <li>2. A baccalaureate degree from an accredited college and one year full-time professional experience in archival, records management or library work; or</li> <li>3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have the baccalaureate degree from an accredited college.</li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Formal training or relevant experience in records management;</li> <li>• Experience with electronic records management systems preferred</li> </ul>	
<b>Residency Requirement</b>	
<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>	
<b>To Apply</b>	
<p><b>Search for the Job ID # 212695</b>  <b>External Candidates please go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a></b>  <b>Current NYC employees please go to <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a></b></p>	
<p><b>NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</b>  <b>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</b></p>	
<p><b>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</b></p>	
<b>Posting Date:</b> 09/8/2015	<b>Post Until:</b> 09/21/2015

**The City of New York is an Equal Opportunity Employer**