

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

<b>Civil Service Title:</b> ASSOCIATE PUBLIC RECORDS OFFICER	<b>Level:</b> 01
<b>Title Code No:</b> 60217	<b>Salary:</b> \$48,070.00/\$55,280.00-\$73,313.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> ARCHIVIST	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Municipal Archives	<b>Number of Positions:</b> 2
<b>Job ID:</b> 185986	<b>Hours/Shift:</b> Full-Time
<b>Job Description</b>	
<p>The Department of Records/Municipal Archives seeks a responsible individual to join its team helping to preserve the City's historical records in the Municipal Archives. Under general supervision, with wide latitude for the exercise of independent judgment or action, performs specialized archival work including appraising digital and traditional format records for historical value (both on-site and in the field); arranging, describing, cataloging, re-housing and/or reformatting archival material according to accepted standards; and conducting research in archival records and/or assisting the public in locating and using archival material. The Associate Public Record Officer will have working knowledge of professional standards and emerging technologies in archival practice including working knowledge of digitization best practices and description standards including DACS, MARC, LCSH, Dublin Core and EAD. The Officer may also prepare and deliver lectures, conduct tours, and assist with the preparation of exhibitions and other public programs. This position will include supervision of subordinates. It may include performance of tasks such as data entry, and other responsibilities related to the operation of the Municipal Archives. This position will include moving and lifting heavy over-size cartons and books within and between the Archives headquarters and off-site facilities.</p>	
<b>Minimum Qualification Requirements</b>	
<p>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</p> <p>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.</p>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal, communication, and organizational skills</li> <li>• Experience with cataloging systems and archival discovery tools</li> <li>• Ability to work effectively both independently and collaboratively on multiple on-going projects</li> <li>• Demonstrated experience in database management and data migration</li> <li>• Strong computer skills</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 # 185986</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> 03/06/2015	<b>Post Until:</b> Filled