

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

Civil Service Title: PUBLIC RECORDS OFFICER	Level: 00
Title Code No: 60216	Salary: \$20.35/\$23.40-\$29.24 Frequency: HOURLY
Business Title: PHOTO UNIT TECHNICIAN	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 134981	Hours/Shift: Part-Time
Job Description	
<p>The Department of Records seeks a responsible individual to join its team helping to preserve and make accessible the historical photograph collections of the Municipal Archives. Under supervision, the technician will be responsible for a variety of tasks including printing photographic prints from vintage and new negatives using traditional darkroom techniques, scanning historical negatives and prints, producing prints from digital scans, creating appropriate meta-data, and assisting patrons conducting research in the photograph collections. Other tasks include using historical atlases to determine building identification information, reading handwritten and typed information pertaining to photographs and other visual records and entering that information into Access and other database programs. Related tasks will include re-housing photographs in archival storage containers, and other clerical duties including mailing fulfilled orders. The technician must demonstrate proficiency in traditional darkroom techniques as well as Adobe Photoshop. This position may include moving and lifting heavy over-size boxes and books.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A Master's degree from an accredited college in Library Science, Archival Science, American History, Political Science, or a related area; or 2. A baccalaureate degree from an accredited college and one year full-time professional experience in archival, records management or library work; or 3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have the baccalaureate degree from an accredited college. 	
Preferred Skills	
<ul style="list-style-type: none"> -One year full-time professional experience in photography. -All candidates must demonstrate proficiency in traditional darkroom techniques as well as Adobe Photoshop. -All candidates must be able to perform the physical tasks associated with the position. 	
Residency Requirement	
<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>	
To Apply	
<p>Search for the Job ID # 134981 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p>	
<p>NO PHONE CALLS, EMAILS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p>	
<p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</p>	
Posting Date: 11/18/2013	Post Until: Until Filled

The City of New York is an Equal Opportunity Employer