

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: \$37,176.00/\$42,752.00-\$53,415.00 Frequency: ANNUAL
Business Title: PHOTO UNIT TECHNICIAN	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 155062	Hours/Shift: Full Time/ 35 Hours
Job Description	
<p>The Department of Records seeks a responsible individual to join its team helping to preserve and reformat the historical photograph and print collections of the Municipal Archives. Under supervision, the technician will be responsible for digitizing historical images and documents, adjusting the scans to achieve maximum quality, and storing them along with appropriate meta-data about the digital images. The technician may also produce prints from the digital scans. The technician may also produce black & white prints in a traditional darkroom.</p> <p>Other tasks include reading hand-written and typed information pertaining to photographs and other visual records and entering that information into Access and other database programs. Related tasks will include proofreading, verifying photograph captions, and researching caption information.</p> <p>Conservation duties may include re-housing photographs in archival storage containers, packaging film for cold storage, and cleaning glass-plate negatives. Other duties may include preparing objects for exhibition.</p> <p>The technician must demonstrate proficiency in the operation and calibration of a high-end scanner, experience in digital retouching, and comprehensive knowledge of 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 Masters 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	
<p>--All candidates must demonstrate proficiency in the operation and calibration of a high-end scanner, experience in digital retouching, and comprehensive knowledge of Adobe PhotoShop.</p> <p>-A background in photography and/or visual arts is preferred, along with experience handling cultural heritage materials.</p> <p>-All candidates must be able to perform the physical tasks associated with the position.</p>	
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 # 155062 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p> <p>NO E-MAILS, PHONE CALLS, 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: 07/13/2014	Post Until: Filled

The City of New York is an Equal Opportunity Employer