

**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> \$37,176.00/\$42,752.00-\$53,415.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> CONSERVATOR	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Municipal Archives	<b>Number of Positions:</b> 1
<b>Job ID:</b> 155093	<b>Hours/Shift:</b> Full Time/ 35 Hours
<b>Job Description</b>	
<p>The Department of Records is seeking a highly-skilled and trained conservator to help preserve the historical records of the City of New York in the Municipal Archives and Municipal Reference Library. The historical records consist of a variety of formats including manuscript paper, books, ledgers, maps, blueprints, photographs, and sound and film recordings. The conservator will have overall responsibility for developing conservation policies, implementing treatment procedures, establishing appropriate environmental storage condition standards for library and archival materials, and training and supervising other conservators, technicians and interns. All preservation work must be in accordance with the American Institute for Conservations Code of Ethics. Specific duties include preparing materials condition reports, preparation and installation of items for exhibitions, monitoring storage environments, conducting tours and other educational sessions demonstrating the work of the unit, providing training and instruction to staff regarding the handling, care, and storage of library and archival materials, conducting standard chemical and physical tests to ascertain the composition of materials, performing complex treatments such as aqueous de-acidification and leaf-casting, re-housing items to prevent deterioration, and preparing reports on the operation of the laboratory. This job may include lifting and moving heavy cartons and books to and from shelving locations.</p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>1. A Masters 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 form 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 and education in paper conservation;</li> <li>-Two-years work experience in a conservation/preservation laboratory of a cultural institution with paper-based collections.</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 # 155093</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> 07/13/2014	<b>Post Until:</b> FILLED

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