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

Civil Service Title: COMPUTER
SYSTEMS MANAGER

Level: M1

Title Code No: 10050
Salary: $54,643.00/$58,926.00-$150,371.00
Frequency: ANNUAL

Title Classification: Competitive

Business Title: Manager, Digital
Programs

Work Location: 31 Chambers St., N.Y.

Division/Work Unit: Municipal
Archives

Number of Positions: 1

Job ID: 288053

Hours/Shift: Day - Due to the necessary technical
management support duties of this position,
candidate may be required to be on call and/or work
various shifts such as weekends and/or evening
shifts.

Job Description
The Manager of Digital Programs will work with the Directors of Information Technology, the Municipal Archives and the Municipal Library to establish a digital preservation environment, manage the implementation of the digital preservation project and participate in efforts to increase access to the City’s digital collections of historical records. The Manager of Digital Programs will be responsible for leading a dynamic, project-based lab to support the mission of the Department of Records and Information Services. Working in a collaborative environment, the Manager of Digital Programs will ensure integrity of and access to the Library and Archives’ digital assets over their entire lifecycle. The person will manage digital processing environments for both analog and digital formats, possess experience with digital forensics and processing from ingest to access and be aware of best practices in digitization workflows and standards.

The Manager of Digital Projects will:

- Collaboratively establish policy on the management, security, preservation, and accessibility of digital assets
- Identify, manage, and sustain the Agency’s preservation and access platform(s)
- Establish and adapt workflows and standards for the digital labs
- Coordinate with division heads on the prioritization of digitization projects
- Manage digital lab teams
- Build and manage teams as appropriate for archival and library projects
- Participate in local and national professional organizations, and participate in agency-wide outreach initiatives

Minimum Qualification Requirements
1. A master’s degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18
months of administrative, managerial, executive or supervisory experience as described in "1" above.

Qualification Requirements (continued)

Note: The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

Preferred Skills

- College Degree
- 4 years of professional experience digital content management, ideally in a library/museum/archives setting
- Expertise with digital lab equipment technology and systems,
- Knowledge of description and access standards,
- Experience with integrated systems/platforms,
- Project management skills related to timelines, budgets, and staffing
- Strong organizational and interpersonal skills including mentoring, collaborating, and team building
- Ability to adapt to shifting priorities

Residency Requirement

New York City Residency is not required for this position.

To Apply

Search for the Job ID # 288053
External Candidates please go to www.nyc.gov/careers
Current NYC employees please go to www.nyc.gov/ess

No e-mails, phone calls, faxes or personal inquiries permitted.

Note: Only those candidates under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

Posting Date: 04/26/2017

Post Until: 05/09/2017

The City of New York is an Equal Opportunity Employer