Civil Service Title: PUBLIC RECORDS OFFICER  

Title Code No: 60216  
Salary: $22.47/$25.84-$32.28  
Frequency: HOURLY  

Title Classification: Competitive  
Business Title: PROJECT ARCHIVIST - MAPS SURVEY  
Work Location: 31 Chambers St., N.Y.  

Division/Work Unit: Municipal Archives  
Number of Positions: 2  
Job ID: 292872  
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 NYC Municipal Archives seeks a responsible individual to join its team helping to preserve the City’s historical records. Position tasks include surveying, inventorying, and describing cartographic materials held by the Municipal Archives and Municipal Library. The archivist will survey the facilities, identify materials, and update and/or enter data into an inventory form spreadsheet in order to measure the intellectual access, physical access, and physical condition of the collections. Data collected will be used to inform future processing and preservation of the materials. Candidate should have experience processing and cataloging archival records, appropriate experience and knowledge of archival theory and best practices, experience with archival management software, and applying archival description standards to materials. Previous experience working with handwritten documents and maps is preferred. Knowledge of New York City history and geography is encouraged. Qualified candidates will also be detail-oriented, organized, and accustomed to working independently. This is a temporary grand-funded project that will end on June 30, 2018. Work will primarily take place at our off-site facility in Sunset Park, Brooklyn. This position will include climbing ladders, working with dusty and dirty materials, and moving and lifting heavy oversize cartons.  

Minimum Qualification Requirements  
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 form 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  
- All candidates must have experience in processing records and cataloging archival records  
- Knowledge of archival theory and best practices.  
- Experience with archival management software  
- Experience with handwritten documents and maps  
- Knowledge of New York City History and geography  
- Detail-oriented and organized  

Residency Requirement  
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.  

To Apply  
Search for the Job ID # 292872  
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: 07/03/2017  
Post Until: 07/17/2017  

The City of New York is an Equal Opportunity Employer