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

<table>
<thead>
<tr>
<th>Civil Service Title: PUBLIC RECORDS OFFICER</th>
<th>Level: 00</th>
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</thead>
<tbody>
<tr>
<td>Title Code No: 60216</td>
<td>Salary: $41,045.00/$47,202.00-$58,972.00</td>
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<tr>
<td>Title Classification: Competitive</td>
<td>Frequency: ANNUAL</td>
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<tr>
<td>Business Title: Records Analyst</td>
<td>Work Location: 31 Chambers St., N.Y.</td>
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<tr>
<td>Division/Work Unit: Municipal Records Center</td>
<td>Number of Positions: 1</td>
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<tr>
<td>Job ID: 281624</td>
<td>Hours/Shift: Day - Due to the necessary duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.</td>
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## Job Description

The Department of Records & Information Services (DORIS) is seeking a highly responsible individual to serve as a Records Analyst in the Municipal Records Management Division (MRMD). DORIS is responsible for establishing and implementing City-wide records management policies and protocols. The Records Analyst will work closely with the Director and Deputy Director of Municipal Records Management to research records management (RM) best practices, analyze data, create reports, and assist in other MRMD operations and functions. Key Responsibilities: Conducts various research projects on RM best practices and creates reports documenting findings. Surveys city agencies regarding their technology programs, platforms, processes used for records management, archiving, digitization, and storage. Develops and maintains reports as required. Works with senior managers in gathering data and documentation of current RM practices. Assists with maintaining the records management database which contains agencies record retention schedules, accession projects and disposal applications. Works independently, with appropriate supervision, and exercises a high degree of judgment, tact, and initiative.

## 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

- Experience creating and manipulating presentations including spreadsheet-based graphs and charts.
- Working knowledge of SharePoint.
- Basic understanding of records management practices and principles.
- Proficiency with MS Office Suite (Word / Excel / PowerPoint).
- Ability to create accurate reports and presentations.
- Excellent organizational, communication and project management skills.
- Light lifting is required

## 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 # 281624
External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)
Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Posting Date: 02/21/2017 | Post Until: 03/07/2017

The City of New York is an Equal Opportunity Employer