# 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:** $22.47/$25.84-$32.28  
**Frequency:** HOURLY

**Title Classification:** Competitive

**Business Title:** Special Project Supervisor  
**Work Location:** 31 Chambers St., N.Y.

**Division/Work Unit:** Municipal Archives  
**Number of Positions:** 1

**Job ID:** 284746  
**Hours/Shift:** Part-time

## Job Description

The Department of Records & Information Services seeks a responsible individual to join its team helping to preserve the historical photograph collections of the Municipal Archives. This position will serve as a project manager for a temporary photograph cataloging project. Tasks include supervising data-entry staff, cataloging according to archival and library metadata standards. Tasks will also include data entry and retrieval, auditing of metadata, and ensuring the quality of digital images. 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 position may include moving and lifting heavy over-size books and cartons. This is a temporary part-time funded position lasting until June 30, 2017.

## 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 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.

## 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 # 284746  
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.  
APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

**Posting Date:** 03/14/2017  
**Post Until:** 03/27/2017

The City of New York is an Equal Opportunity Employer