

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

Civil Service Title: ADM MANAGER-NON-MGRL FRM M1/M2	Level: 00
Title Code No: 1002C	Salary: \$49,492.00/\$53,373-\$119,841.00 Frequency: ANNUAL
Business Title: Director of NYC Records Management	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Records Management	Number of Positions: 1
Job ID: 180279	Hours/Shift: Full-time
Job Description	
<p>The Department of Records & Information Services (DORIS) is seeking a highly responsible individual to serve as the Director of NYC Records Management. DORIS is responsible for establishing and implementing City-wide records management policies and protocols. The Director of NYC Records Management will work closely with the DORIS Commissioner and other city officials to develop and/or revise records management policies according to current industry and government standards, for both paper and electronic records. DORIS is comprised of the Municipal Archives, the Municipal Records Management Division, and the Municipal Library.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Coordinating citywide compliance with records policies • Planning and executing detailed work plans for key initiatives • Identifying and resolving issues that impede the progress of key initiatives • Tracking and reporting status of key initiatives • Developing reports, manuals and presentations • Coordinating policy development 	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or</p> <p>2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or</p> <p>3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or</p> <p>4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.</p>	
Required Skills	
<ol style="list-style-type: none"> 1. Certified Records Manager (CRM). Five years of experience setting and implementing policy and managing records in complex organizations 2. Must have completed projects in which multiple systems were converted to electronic systems. 3. Five years of experience working with digital repositories and/or special collections. Experience with digitization projects, database management systems. 4. Excellent organizational, communication and project management skills with a track record of planning and implementing large projects. 5. Technical skills and knowledge including current metadata schemes and standards (EAD, MODS, METS, XML/XSL and other data structure standards) relevant to the archival control of digital collections long term storage planning and digital asset management systems 6. Three or more years of supervisory experience. 	
Residency Requirement	
<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>	
To Apply	
<p>Search for the Job ID # 180279 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p> <p>NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p> <p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</p>	
Posting Date: 1/8/15	Post Until: Filled