

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: \$21.81/\$25.08-\$31.34 Frequency: HOURLY
Business Title: ARCHIVIST-TEMPORARY GRANT-FUNDED	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 212374	Hours/Shift: Part-Time
Job Description	
<p>The Department of Records/Municipal Archives seeks a responsible individual to join its team helping to preserve the City's historical records in the Municipal Archives. Under supervision, the archivist will catalog the Almshouse ledger collection and related materials according to accepted standards. Tasks include developing the controlled set of name authorities and subject terms, making use of the Library of Congress Name Authorities file and their Subject Classifications and local authority names and subjects. The archivist will also implement the chosen authorities by assigning name and subject access terms to each item. The archivist will prepare the finding aid and will assist in preparation of the ledgers for digitization. The position may include performance of other tasks such as data entry; This position will include moving and lifting heavy over-size cartons and books within and between the Archives headquarters and off-site facilities. This temporary position is funded by a federal grant.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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. 	
Preferred Skills	
<p>All candidates must have experience in processing and cataloging analog and digital records, knowledge of archival theory and best practices, experience with archival management software and/or content management software, digitization workflows and metadata standards.</p>	
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 # 212374 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: 09/09/2015	Post Until: 09/23/2015