

**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: CONSERVATION TECHNICIAN	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 2
Job ID: 212011	Hours/Shift: Part-time (TEMPORARY POSITION)
Job Description	
<p>The Municipal Archives Division is seeking conservation technicians to help preserve an important collection of ledger volumes pertaining to the City's Almshouse, dating from the 19th and early 20th-century. Under supervision, the conservation technicians will undertake conservation treatments such as surface cleaning, making repairs using appropriate materials, sewing text blocks, fabricating mylar covers, and constructing phase boxes and other appropriate enclosures. All preservation work must be in accordance with the American Institute for Conservation's Code of Ethics. The technician will also assist in preparation of an inventory of the maps in a database. The tasks will be performed in the Conservation Laboratory of the Municipal Archives at 31 Chambers Street. This job may include lifting and moving heavy cartons and books to and from shelving locations. This is a <u>TEMPORARY GRANT FUNDED POSITION.</u></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	
<ul style="list-style-type: none"> • Formal training in paper conservation; • Work experience in a conservation/preservation laboratory of a cultural institution with paper-based collections. 	
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 # 212011 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: 09/03/2015	Post Until: 09/17/2015