

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: \$26.37/\$30.33-\$30.33 Frequency: HOURLY |
| Title Classification: Competitive | |
| Business Title: ARCHIVIST - PART-TIME | Work Location: 31 Chambers St., N.Y. |
| Division/Work Unit: Municipal Archives | Number of Positions: 1 |
| Job ID: 596781 | Hours/Shift: Part-time. 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. |
| <p style="text-align: center;">Job Description</p> <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 general supervision, with wide latitude for the exercise of independent judgment or action, the archivist will perform appraisal and accessioning activities; perform reference tasks including serving on a reference desk, and research for agency projects and outside researchers; train and supervise student employees, interns, and volunteers; assist to plan and execute special projects as required; develop and execute project plans for processing records; and promote the preservation of agency and city records. This position will include moving and lifting heavy over-size cartons and books within and between the Archives headquarters and off-site facilities.</p> | |
| <p style="text-align: center;">Minimum Qualification Requirements</p> <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. | |
| <p style="text-align: center;">Preferred Skills</p> <ul style="list-style-type: none"> • Experience with industry standard tools, descriptive schemas, and style (i.e., EAD, DACS, ArchiveSpace, Archivists' Toolkit). • Knowledge of archival theory and best practices, • Experience developing and executing project Supervisory experience | |
| <p style="text-align: center;">Residency Requirement</p> <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

Search for the Job ID# 596781

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to 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.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF

Posting Date: 08/04/2023

Post Until: Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.