

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice – Revised: This posting has been revised to reflect
change to the Civil Service title from Public Records Officer to Associate
Public Records Officer, Level 1

Civil Service Title: ASSOCIATE PUBLIC RECORDS OFFICER	Level: 01
Title Code No: 60217	Salary: \$63,352.00/\$72,855.00-\$72,855.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: LIBRARIAN	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Reference & Research	Number of Positions: 1
Job ID: 756158	Hours/Shift: Full-time - Due to the necessary duties of this position, the candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

Job Description

The Department of Records/Municipal Library seeks a responsible individual to join its team. Under general supervision, with great latitude for the exercise of independent judgment or action, the Associate Public Records Officer analyzes library procedures and protocols; implements improvements to comply with standards and/or best practices; and has general knowledge of management and operation of library cataloging systems. The Associate Public Records Officer duties include but are not limited to performing work in collections management, cataloging, database management, and reference and research services. In addition, the candidate may supervise staff and report on performance measurements. The position will include moving and lifting heavy cartons and books.

This position is open to applicants who are already permanent in the Associate Public Records Officer title or reachable on the current civil service list.

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, plus two years of full-time experience in archival or library science, one year of which must have been in a supervisory capacity of incumbents performing at a professional level; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a master's degree from an accredited college and the one year of supervisory experience as described in "1" above.

Preferred Skills

- Excellent interpersonal, communication, and organizational skills
- Expertise with library cataloging systems and archival discovery tools
- Familiarity with Aeon, the workflow management software for special collections
- Ability to work effectively both independently and collaboratively on multiple projects.
- Demonstrated experience in database management.
- Proficiency in MS Office Suite and strong computer skills

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

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> Click on Recruiting Activities/Careers and Search for Job ID #756158
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 756158

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

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through

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 <https://studentaid.gov/pslf/>

Posting Date: 7/22/2026

Post Until: 8/22/2026

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.