

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

Civil Service Title: COMMUNITY COORDINATOR	Level: 00
Title Code No: 56058	Salary: \$72,298.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: Supervisor, Rights and Reproductions unit	Work Location: 31 Chambers St., N.Y. (Manhattan) and 147 41st Street (Brooklyn)
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 765676	Hours/Shift: Full-Time / Day - 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 seeks a responsible individual to join its team to make available the historical collections of the Municipal Library and Archives. The Supervisor, Rights and Reproductions unit responsibilities will include but are not limited to:

- Oversee the reproduction services for library and archival materials for the public, city agencies, and for special projects.
- Supervise and train staff and maintains and enforces updated policies and procedures.
- Oversee quality control and production.
- Conduct evaluations and reports as required.
- Evaluates workflows and improve and maintain quotas and a high-level of customer service.
- Manage updates and supplies for digitization equipment and maintenance services.
- Coordinate and report on customer invoices, refunds, payments and reporting.
- Manage communications with patrons.
- Supports outreach initiatives and contributes/creates social media for Historical Vital Records.
- Conducts workshops and user engagement activities for historical vital records.
- Manage monthly metrics and reporting as it relates to vital records, photographic, audio-visual, certified records, and on-demand patron requests.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- Experience using point-of-sale systems
- Customer service experience
- Excellent writing and communication skills.
- Must have excellent attention to detail.
- Proficiency in Microsoft Office Suite

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 #765676
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 765676

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 Educations website at <https://studentaid.gov/pslf/>

Posting Date: 07/21/2026	Post Until: 8/22/2026
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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.