

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: \$51,239.00/\$58,925.00-\$73,616.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Records Analyst-Trainer	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Records Center	Number of Positions: 1
Job ID: 788041	Hours/Shift: Full-Time/ Day - 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.
Job Description The Department of Records & Information Services (DORIS) is seeking a highly responsible individual to serve as a Records Analyst/Trainer in the Municipal Records Management Division (MRMD). DORIS is responsible for establishing and implementing City-wide records management policies and protocols. The experienced records analyst will be part of an expert team working with New York City agencies to support records management programs and the implementation of records management requirements across City government. Working closely with the Director of Municipal Records Management, the Records Analyst-Trainer will assist in developing training materials and programs, create written guidance and best practice documentation, support records management applications, and act as a liaison to provide direct Records Management support to City agency Records Management Officers, Records Access Officers, and Appeals Officers. Under supervision, the selected candidate will perform duties that include, but are not limited to, the following: • Serve as a resource to City agencies on records management policies, procedures, and best practices. Assist with the administration, maintenance, and support of records management applications. • Manage user accounts, agency portal access, and system permissions. • Provide training and technical assistance to Records Management Officers (RMOs), Records Access Officers, Appeals Officers and agency staff on records management requirements, policies, procedures, and system use. • Develop and update training materials, user guides, and technical documentation. • Troubleshoot application issues and coordinate with technical staff to resolve system problems. • Perform system testing and quality assurance for application updates and enhancements. • Assist with citywide records surveys, data collection, analysis, and reporting. • Research records management standards and best practices and assist with the development of guidance and program resources. • Contribute to records management projects and other division initiatives. • Prepare reports and maintain records related to program activities, training, and system use. • Work independently, with appropriate supervision, exercising sound judgment, initiative, and attention to detail.	
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; or 2. A baccalaureate degree form 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 • Excellent organizational, communication and project management skills. • Ability to create structured learning programs and materials	

• Experience leading effective workshops, training sessions, and group discussions. • Working knowledge of SharePoint usage and configuration • Knowledge of records management practices and principles. • Proficiency with MS Office Suite (Word / Excel / PowerPoint) • Lifting is required	
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 #788041 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 788041 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 the 55-a Program.	
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: 07/28/2026	Post Until: 09/26/2026

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.