

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

<b>Civil Service Title:</b> PUBLIC RECORDS OFFICER	<b>Level:</b> 00
<b>Title Code No:</b> 60216	<b>Salary:</b> \$51,239.00/\$58,925.00-\$73,616.00 <b>Frequency:</b> ANNUAL
<b>Title Classification:</b> Competitive	
<b>Business Title:</b> LIBRARIAN	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Municipal Reference & Research	<b>Number of Positions:</b> 1
<b>Job ID:</b> 756158	<b>Hours/Shift:</b> 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.
<b>Job Description</b> The Department of Records/Municipal Library seeks a responsible individual to join its team. Under supervision, with some latitude for the exercise of independent judgment or action, the Public Records Officer performs professional library work and/or responsible supervisory work. The Public Records Officer performs original and copy cataloging; contributes to collections management, including the appraisal and weeding of physical collections; assists with database management for the library’s digital collections; and supports reference and research services for the library and archives. The position will include moving and lifting heavy oversize cartons and books.	
<b>Minimum Qualification Requirements</b> 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.	
<b>Preferred Skills</b> <ul style="list-style-type: none"><li>• Excellent interpersonal, communication, and organizational skills</li><li>• Experience with library cataloging systems and archival discovery tools</li><li>• Familiarity with Aeon, the workflow management software for special collections</li><li>• Ability to work effectively both independently and collaboratively on multiple projects.</li><li>• Demonstrated experience in database management.</li><li>• Proficiency in MS Office Suite and strong computer skills</li></ul>	
<b>Residency Requirement</b> 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.	
<b>To Apply</b> All current City Employees may apply by going to Employee Self Service (ESS) <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a> Click on Recruiting Activities/Careers and Search for Job ID #756158 All other applicants, please go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID # 756158  <b>NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</b> <b>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</b> <b>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL</b>	
<b>55-a Program</b> 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.	
<b>Public Svc Loan Forgiveness</b> 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 <a href="https://studentaid.gov/pslf/">https://studentaid.gov/pslf/</a>	
<b>Posting Date:</b> 12/01/2025	<b>Post Until:</b> 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.*