

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

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| Civil Service Title: ADMINISTRATIVE PUBLIC RECORDS | Level: M1 |
| Title Code No: 10041 | Salary: \$58,700.00 - \$120,000.00 Frequency: ANNUAL |
| Title Classification: Competitive | |
| Business Title: Digital Initiatives Manager | Work Location: 31 Chambers St., N.Y. |
| Division/Work Unit: Municipal Archives | Number of Positions: 1 |
| Job ID: 566498 | Hours/Shift: Day - Due to the necessary technical management support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts. |

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Job Description

The Digital Initiatives Manager will work closely with the Directors of the Municipal Archives, Municipal Library, and Information Technology to plan and implement digital preservation and access tools at the agency. The Digital Initiatives Manager will be responsible for overseeing cloud services infrastructure, manage the implementation of digital preservation projects and participate in efforts to increase access to the City's digital collections of historical resources. Working in a collaborative environment, the Manager will ensure integrity of and access to the Library and Archives digital assets over their entire lifecycle.

The Manager will be responsible for the following:

- Determine approaches, managing and forecasting resource requirements, team roles and responsibilities and schedules.
- Develop and/or review estimates, assumptions, and variables for project schedules and costs;
- Create and manage project, risk mitigation and communication plans;
- Create project charters, scope statements and scheduled reporting;
- Communicate and coordinate with internal and external application development teams;
- Collaboratively establish policy and procedures on the management, security, preservation, and accessibility of digital assets with respective agency divisions.

Minimum Qualification Requirements

1. A master's degree from an accredited college in Library Science, Archival Science, American History or Political Science or a related area, plus four years of full-time professional experience in a governmental archive, records management center or library complex, 18 months of which must have been in a supervisory, administrative, consultative, managerial, or executive capacity; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a master's degree and the 18 months supervisory, administrative, consultative, managerial, or executive experience as described in "1" above.

Preferred Skills

- 4 years of professional experience digital content management, ideally in a library/museum/archives/ setting
- Experience with agile project management methods
- Strong familiarity with Cloud technologies such as Azure and AWS and understanding of Windows Server technologies.
- understanding of file shares, folder mappings and data backup process in both Windows and Mac environments.

- Experience writing functional requirements for software development. - Expertise with digital lab equipment technology and systems.
- Knowledge of description and access standards.
- Experience with integrated systems/platforms.
- Project management skills related to timelines, budgets, and staffing.
- Strong organizational and interpersonal skills including mentoring, collaborating, and team building
- Ability to adapt to shifting priorities.

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.

Additional Information

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.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/student-loans.

To Apply

Search for the Job ID# 566498

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.

Posting Date: 12/28/2022

Post Until: 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.