

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

Civil Service Title: PUBLIC RECORDS OFFICER	Level:
Title Code No: 60216	Salary \$44,092.00 - \$ 50,706.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Archivist	Work Location: 31 Chambers St., N.Y. and Sunset Park, Brooklyn
Division/Work Unit: Municipal Records Center	Number of Positions: 1
Job ID: 567782	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.
<p>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.</p> <p style="text-align: center;">Job Description</p> <p>The Department of Records and Information Services seeks a responsible individual to join its team helping to preserve the City’s historical records in the Municipal Archives. Under general supervision, with wide latitude for the exercise of independent judgment or action, the archivist will develop and execute archival project plans. In addition, the archivist will support Reference and Research Services Unit, providing access to agency records to the public, the mayor’s office, and other city agencies, and ensuring secure access, use, and handling of library and archival collections.</p> <p>This position will include moving and lifting heavy over-size cartons and books within and between the Archives headquarters and off-site facilities</p> <p style="text-align: center;">Minimum Qualification Requirements</p> <ol style="list-style-type: none"> 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 from 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. <p style="text-align: center;">Preferred Skills</p> <ul style="list-style-type: none"> • Experience in appraisal and accessioning multi-format collections • General understanding of records management practices • Experience with reference and research services and working with the public • Experience working in Office 365 • Experience and working knowledge of various archival content management systems • Experience managing multiple projects and priorities <p style="text-align: center;">Residency Requirement</p> <p>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.</p> <p style="text-align: center;">Additional Information</p> <p>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.</p>	

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# 567782

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: 1/7/2023

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.