

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

Civil Service Title: PUBLIC RECORDS OFFICER	Level: 1
Title Code No: 60216	Salary \$44,092.00 - \$ 50,706.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Records Analyst	Work Location: 31 Chambers St. New York
Division/Work Unit: Municipal Records Center	Number of Positions: 1
Job ID: 567791	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>	
Job Description	
<p>The Department of Records & Information Services (DORIS) is seeking a highly responsible individual to serve as a Records Analyst in the Municipal Records Management Division (MRMD). DORIS is responsible for establishing and implementing City-wide records management policies and protocols. The Records Analyst will work closely with the Director and Deputy Director of Municipal Records Management to research records management (RM) best practices, analyze data, create reports, and assist in other MRMD operations and functions. Key Responsibilities: Conducts various research projects on RM best practices and creates reports documenting findings. Survey's city agencies regarding their technology programs, platforms, processes used for records management, archiving, digitization, and storage. Develops and maintains reports as required. Works with senior managers in gathering data and documentation of current RM practices. Assists with maintaining the records management database which contains agencies record retention schedules, accession projects and disposal applications. Works independently, with appropriate supervision, and exercises a high degree of judgment, tact, and initiative.</p>	
Minimum Qualification Requirements	
<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. 	
Preferred Skills	
<ul style="list-style-type: none"> • Experience creating and manipulating presentations including spreadsheet- based graphs and charts. • Working knowledge of SharePoint. • Basic understanding of records management practices and principles. • Proficiency with MS Office Suite (Word / Excel / PowerPoint). • Ability to create accurate reports and presentations. • Excellent organizational, communication and project management skills. <p>Lifting is required</p>	
Residency Requirement	
<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>	
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# 567791

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.