

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

Civil Service Title: PUBLIC RECORDS OFFICER	Level: 00
Title Code No: 60216	Salary: \$28.05 Frequency: HOURLY
Title Classification: Competitive	
Business Title: DIGITIZATION TECHNICIAN	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 739325	Hours/Shift: Part-time/Day Due to the necessary support 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
Job Description The Municipal Archives seeks a part-time, temporary digitization technician for a grant-funded project. The digitization technician will be responsible for digitizing a paper-based collection using a DT Rcam digital copy stand system with Capture One and Adobe Creative Cloud software in accordance with Federal Agencies Digitization Guidelines Initiative (FADGI) standards and the New York State Digital Imaging Guidelines. The technician will photograph the series, making sure the camera is always in focus and capturing images following FADGI 3.0 standards. Additional duties include performing post-production activities, including processing RAW files to PDF/As, level u, cropping, embedding metadata, creating access copies, uploading files to a storage server, and coordinating the transfer to cloud storage. The technician will work under the direct supervision of the Digital Programs Project Manager and coordinate with the Project Support Staff on description work. The candidate must be able to lift boxes weighing up to 25 lbs.	
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 - One year full-time professional experience in archival digitization work and/or digital photography - Demonstrated familiarity with digital photography, camera equipment and Capture One software - Demonstrated ability to perform careful physical handling of original materials during the digitization process - Comprehensive knowledge of Adobe Creative Cloud products	
Additional Information Temporary Grant Funded Project - Approximately six to eight months	
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 # 739325 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 739325 NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED. APPOINTMENTS ARE SUBJECT TO THE 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: 10/29/2025	Post Until: Filled

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