

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: \$32.00 Frequency: HOURLY
Title Classification: Competitive	
Business Title: CONSERVATION TECHNICIAN	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 759112	Hours/Shift: Hours/Shift: Part-time/4 Days (28 Hours) 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
<b>Job Description</b> <p>The New York City Municipal Archives Conservation Unit seeks a part-time, 28-hours per week, grant funded Conservation Technician to re-house, inventory, and digitize a collection of historical architectural building plans that date from the 1860s to the 1970s. This is a term position lasting approximately 7 months.</p> <p>Under supervision, the technician will remove the rolled plans from storage, surface clean, flatten, enter descriptive information into a spreadsheet, arrange according to permit identification numbers, re-house and label. The technicians will also assist with digitizing selected plans and identifying items requiring conservation treatment. Preferred candidates will have experience processing archival materials. Qualified candidates must be detail-oriented and organized.</p> <p>The candidate must be able to lift boxes weighing up to 25 lbs.</p>	
<b>Minimum Qualification Requirements</b> <p>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.</p>	
<b>Preferred Skills</b> <ul style="list-style-type: none"><li>• Experience Processing Archival Materials</li><li>• Detailed-Oriented and Organized</li></ul>	
<b>Additional Information</b> Temporary Grant Funded Position lasting approximately 7 months.	
<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 #759112 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 # 759112  <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>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 Educations website at <a href="https://studentaid.gov/pslf/">https://studentaid.gov/pslf/</a>	
Posting Date: 12/01/2025	Post 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.*