

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

Temporary Full-Time Position - Approximately 15 months.

Civil Service Title: PUBLIC RECORDS OFFICER	Level: 00
Title Code No: 60216	Salary: \$41,045.00/\$47,202.00-\$58,113.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Project Team Leader - Roll Plan Re-housing	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 339606	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.
Job Description	
<p>The NYC Municipal Archives seeks a Public Records Officer to lead a team of conservation technicians re-housing, inventorying and digitizing a collection of historical architectural building plans that date from the 1860s to the 1970s.</p> <p>Tasks include removing the rolled plans from storage, surface cleaning, flattening, entering descriptive information into a spreadsheet, arranging according to permit identification numbers, re-housing and labeling. Duties will also include selecting plans for digitization and identifying items requiring conservation treatment. As the team leader this position will have responsibility for ensuring the work flow is maintained, supervising and scheduling subordinate staff, and coordinating with conservation, digital laboratory, and archival processing staff. Candidates should have knowledge of architectural plan reproduction processes and experience conducting conservation surveys. Qualified candidates must be detail-oriented and organized.</p> <p>This is a temporary position - approximately 15 months.</p> <p>N.B. This position will include climbing ladders, handling dusty and dirty materials, and moving and lifting heavy over-size plan bundles that weigh as much as 50 lbs.</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. 	
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>	
To Apply	
<p>Search for the Job ID # 339606 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p> <p>NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</p> <p>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p> <p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</p>	
Posting Date: 03/27/2018	Post Until: 04/09/2018

The City of New York is an Equal Opportunity Employer