

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

<b>Civil Service Title:</b> PUBLIC RECORDS OFFICER	<b>Level:</b> 00
<b>Title Code No:</b> 60217	<b>Salary:</b> \$41,045.00/\$47,202.00-\$58,972.00 <b>Frequency:</b> ANNUAL <b>The salary for this position is open to negotiation NYC Health Benefits within 90 Days</b>
<b>Title Classification:</b> Competitive	
<b>Business Title:</b> Head, Preservation & Conservation	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Municipal Archives	<b>Number of Positions:</b> 1
<b>Job ID:</b> 292009	<b>Hours/Shift:</b> Day - Due to the necessary duties of this position, 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 NYC Department of Records &amp; Information Services (DORIS) seeks an experienced conservator and preservation professional to manage all aspects of the preservation program for Library and Archival collections. With considerable latitude for independent judgment, the Head will assume wide-ranging responsibilities which include: performing conservation/preservation and curation activities for analog and digital library and archival collections ensuring compliance with industry standards and best practices; surveying and project planning; disaster preparedness; pest management (including mold remediation); handling and care training; storage and housing; treatment; managing the daily operation of the conservation laboratory and supervising subordinate staff; participating in professional development and outreach activities including tours and exhibits; and serving as a resource for NYC agencies. The Head will assume a vital role in current initiatives which include maintaining an effective disaster/emergency response and recovery plan; advising on measures necessary to protect collections during the relocation to a new facility; and establishing an internship program. The Head will work in close collaboration with the Director of the Municipal Archives, as well as library, archives, and IT staff.</p>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>1. A Master's degree from an accredited college in Library Science, Archival Science, American History, Political Science, or a related area; or</li> <li>2. A baccalaureate degree from an accredited college and one year full-time professional experience in archival, records management or library work; or</li> <li>3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have the baccalaureate degree from an accredited college.</li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• A master's degree in conservation and preservation of library and archival materials</li> <li>• At least three years of experience in an active Conservation lab</li> <li>• Knowledge and demonstrable experience with simple to complex treatments on varied formats especially books and paper</li> <li>• Demonstrated knowledge and skills in the evolving practice of conservation</li> <li>• Demonstrated project management experience</li> <li>• Enthusiasm and the ability to work effectively in collaboration with others</li> <li>• Strong writing and public speaking skills</li> </ul>	
<b>Residency Requirement</b>	
<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>	
<b>To Apply</b>	
<p><b>Search for the Job ID # 292009</b>  <b>External Candidates please go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a></b>  <b>Current NYC employees please go to <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a></b></p>	
<b>NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</b>	
<b>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</b>	
<b>Posting Date:</b> 8/3/2017	<b>Post Until:</b> Until Filled

**The City of New York is an Equal Opportunity Employer**