



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 591174

Office Title: Assistant Coordinator for Document Services and Archives

Civil Service Title: Community Coordinator

Title Code No: 56058 **Level:** N/A

Salary: \$59,116 – \$91,768

Number of Positions: 1

Work Location: Olmsted Center, Queens

NYC Parks is an award-winning city agency that builds and cares for public spaces for New Yorkers to connect, play and enjoy. NYC Parks manages more than 30,000 acres or 14% of the city's land, encompassing more than 5,000 individual properties. Our diverse set of assets include recreational facilities, nature centers, historic buildings and structures, golf courses, athletic fields, playgrounds, tennis courts, public pools, public restrooms, retaining walls and nearly 14 miles of beaches.

Major Responsibilities

- Under general direction of the Document Services and Archives Coordinator, with wide latitude for independent initiative and judgment, handle requests received by the document services and Archives unit.
- Assist agency staff with research requests, material selection for design work, publication and display.
- Assist in the digitization, scanning and preparation of documents for long-term off-site storage.
- Preserve and maintain all historic materials for all print and digital collections. Enter data as needed into historic archives databases.
- Assist with intake and acquisition procedures, including physical handling of new material, discarding of duplicates and recalling documents from the off-site storage facility.
- Identify documents that require conservation and carry out basic conservation techniques such as re-packing, copying and preserving fragile items. Box inventory documents to be transported for off-site storage.
- Handle fragile documents, large and heavy rolls of paper and mylar.
- Retrieve, lift and file forms, shop drawings, approvals, rolls of plans, oversize plan file folders, specifications and other documents relating to capital construction projects.
- Operate standard office equipment including computer, binding machine, copy machine and microfiche reader.
- Perform special projects and initiatives as assigned.
- Assist the Document Services and Archives coordinator with special projects as needed.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam, or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

1. Strong interpersonal, communication and organizational skills.
2. Skilled in working with the public, with a strong commitment to customer service.
3. Experience or informed knowledge of libraries and archive processes.
4. Experience handling fragile historic materials such as maps, photographs and documents.
5. Familiar with electronic information systems and various types of cataloguing formats.
6. Expertise in Excel, Access, or other similar numerical/data analysis program.
7. Ability to meet deadlines and identify and resolve issues with minimal direction.
8. Ability to lift up to 50 pounds a plus.

How to Apply

Parks Employees:

- 1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Careers and search for **Job ID# 591174**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

- 2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Careers and search for **Job ID# 591174**.

Include your ERN and **Job ID# 591174** on your cover letter and resume.

All other applicants:

Click here to apply: [Assistant Coordinator for Document Services and Archives](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 591174**.

POST DATE: 06/30/2023

POST UNTIL: 07/17/2023

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115