



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
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KATHY M. SHEEHAN
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PLEASE POST CONSPICUOUSLY
June 28, 2017

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Records Manager
Office of Public Records

The **Office of Public Records** has one (1) vacancy for the position of **Records Manager** at a rate of **\$36,574/year @ 35 hours/week**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit a resume and application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to hr@albanyny.gov to be received in the office no later than 5:00 p.m. **Thursday, July 27, 2017**.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
THURSDAY, JULY 27, 2017.
An Equal Opportunity /Affirmative Action Employer

RECORDS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves contact with records coordinators in local government agencies to determine storage needs and provide records management advice. The Records Manager acts primarily as a liaison between the Hall of Records and its client agencies. The incumbent works closely with records center and data entry personnel and may have responsibility for requests for documents. The work is performed under the general supervision of the Deputy County Clerk and Records Manager II. The incumbent may be responsible for supervision of the records center as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts survey of departments to determine space needed for storage of records, types of records, condition, necessity of, arrangements for storage, legal or historical value of records and the need for retention or disposition of records;
- Participates in the disposition of records held by the City offices according to local, state and federal rules and regulations;
- Instructs employees in the proper procedures for processing and packing of records to be sent to the records center;
- Periodically surveys offices to ascertain records for future disposition purposes; receives requests for the processing and release of records from the center; retrieves and releases records after appropriate clearances are received;
- Conducts periodic training workshops for agency records coordinators;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of local, state and federal laws, rules and regulations concerning the disposition of public records;
- Working knowledge of records management;
- Working knowledge of the organization and functions of local government in New York State;
- Ability to understand the generation, use and disposition of public records;
- Familiarity with the use of computers;
- Ability to analyze problems and derive practical solutions for records maintenance purposes;
- Ability to meet and deal effectively with administrators, employees and the general public;
- Ability to recognize historical documents and to arrange for their preservation;
- Ability to prepare reports and keep records;

- Ability to follow oral and written directions;
- Good organizational skills;
- Good analytical skills;
- Dependability;
- Confidentiality;
- Sound judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from an accredited four-year college or university with a Bachelor's Degree and one (1) year of experience in a public or private archives or records management office or in library services; **OR**
- (B) Graduation from an accredited two-year college with an Associate's Degree and three (3) years of experience in a public or private archives or records management office or in library services; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in a public or private archives or records management office or in library services; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

Revised: 12/28/92
1/25/01
3/28/01
6/27/17