

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Records Manager
Salary:	\$70,000 - \$80,000
Bureau/Division:	Office of the General Counsel
Period:	December 14, 2022 – Until Filled

JOB DESCRIPTION

The NYC Comptroller's Office seeks an experienced records professional to serve as the Records Manager. Records Manager will be responsible for the overall management, planning, and operation of the Agency's records management program. Reporting directly to the Associate General Counsel, with wide latitude to exercise independent judgment, the Records Manager responsibilities include, but are not limited to, the following:

- Lead, plan, and manage all aspects of the Comptroller's Office records management program, ensuring efficiency and compliance with policy, in coordination with the Office of the General Counsel ("OGC");
- Serve as technical expert on all records management issues; analyze methods and procedures concerning records management; and plan and execute on detailed work plans for key initiatives;
- Lead the transformation of Agency's records management processes to incorporate electronic records;
- Coordinate with Bureau Liaisons to ensure records creation, maintenance, use, and disposition are in accordance with policy and promote effective records management practices agency-wide;
- Manage contracts relating to records management, including off-site storage and secure on-site shredding services;
- Maintain off-site records database, attaching appropriate metadata to facilitate effective search and retrieval;
- Supervise staff, including interns, assigned to records management projects;
- Train Comptroller's Office employees on records management policy, including Bureau Liaisons and new hires;
- Liaise with the NYC Department of Records, including attend citywide records manager meetings, submit required reports, and implement best practices in accordance with city-wide policy;
- Develop Records Management reports, manuals, and presentations, as required; and,
- Perform special projects, as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in Library Science, Archival Science, American History or Political Science or a related area, plus four years of full-time professional experience in a governmental archive, records management center or library complex, 18 months of which must have been in a supervisory, administrative, consultative, managerial, or executive capacity; or,
 2. Education and/or experience equivalent to "1" above. However, all candidates must have a master's degree and the 18 months supervisory, administrative, consultative, managerial, or executive experience as described in "1" above
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Five years of experience developing and implementing policy and managing records in a complex organization.
 - Experience overseeing projects, from inception to completion, integrating electronic record management systems with business operations.
 - Familiarity with public documents and New York City history.
 - Excellent interpersonal, organizational, and communication skills.
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Note: We appreciate every applicant's interest; however, only those under consideration will be contacted. Certain residency requirements may apply. Under Executive Order 75, all new City employees are subject to mandatory vaccination requirements. Vacancy notices listed as "Until Filled" will be posted for at least five workdays.

POSTING DATE: December 14, 2022	POST UNTIL: Until Filled	JVN: 015/023/095
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The NYC Comptroller's Office is an Equal Opportunity Employer