

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT #25-54

CLOSING DATE: CONTINUAL UNTIL FILLED

VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Research and Collections Technician
Locations:	New York State Division of Military and Naval Affairs (DMNA): New York State Military Museum - Saratoga Springs – number of vacancies – 1
Salary Grade:	SG-14
Salary Range:	Current Start Rate: \$56,506* Job Rate: \$68,630 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	Under the supervision of the Director, Curator Military, curator titles or other appropriate supervisor, the Research and Collections Technician performs technical support in the Military Museum. These positions have specialized education and training and may perform an array of technical duties to include laboratory and fieldwork in the areas of biology, archaeology, history, geology or related fields related to the collections in the New York State Military Museum located in Saratoga Springs, New York. Full performance level; under the direction of collections managers or curators, incumbents perform work centered on the procurement, identification, documentation, care and management of scientific and historical specimens, objects and artifacts; create and maintain collections databases and metadata bases that expedite research, enable inventory control, and contribute to interrelated content creation and dissemination. Research & Collections Technicians are not collections managers or curators; they perform their duties under the direction of collections managers and/or curators.

The positions perform responsibilities in accordance with state and agency policies and procedures, US Army Center for Military History (CMH) and applicable federal and state statutes. Day-to-day operations are carried out in accordance with CMH and agency and labor contract policies and procedures – current and as amended – and where applicable National Guard Bureau (NGB) directives. The position may report to state and/or federal supervisory personnel.

Duties and responsibilities may include but are not limited to the following:

- Assist in the organization of uncatalogued incoming collections so that they can be logically accessioned into the system and ensure no information accompanying them is lost in the process.
- Assist in the creation of a detailed, artifact/object-level inventory of the collections to meet professional standards for museum collections.
- Participate in field teams procuring specimens and recording data such as field surveys and geologic mapping.
- Review and interpret field notes associated with incoming objects and artifacts to determine appropriate provenance.
- With guidance from curator titles, provide identification, classification, and catalog-level description of all artifacts or objects using standardized classification protocols; assign catalog numbers to all artifacts/objects and link those numbers to catalog descriptions; assist with the training and supervision of volunteers, interns, and students supporting this process.
- Enter, edit and update object records for each artifact/object/specimen into the collections management databases, using established database protocols to ensure all descriptive and inventory data are complete and accurate; verify and research information by reviewing pertinent documentation such as ledger entries, catalogue cards, accession records and published sources; may assist in training others to use these systems.
- Photograph and create digital images of selected artifacts/objects to meet professional standards for museum collections and to be consistent with established protocols for entry of items into the collections management database.
- Inspect collection storage areas for pests and environmental hazard conditions; monitor temperature and humidity; clean areas as needed; perform remedial action as directed or obtain appropriate corrective response from other Museum staff or outside vendors or consultants.
- Assist in cleaning of objects in storage and reorganize new acquisitions and objects in storage for optimum capacity; inventory old collections; re-house items when necessary; assist with the supervision of interns, students, seasonal workers and/or volunteers working on collections.
- Assist curator titles as needed in moving newly acquired collection objects from the point of origin to the Museum's collections facilities, and in collecting or returning objects on in-coming or out-going loans; assist in exhibit installation and de-installation; prepare objects from the collection for packing for traveling for exhibitions or other loans.
- Provide access to secure storage areas for non-specialist staff, visitors, researchers, volunteers, and interns; may provide tours/outreach centered on their roles in specific collection areas and/or curatorial practices.
- Under general supervision of higher-level museum staff including curator, may perform data gathering for research projects, including primary and secondary

source document searches, assisting with gathering of data on collections objects, and writing portions of manuals and/or reports.

- May spend a portion of time on independent research activities.
- May assist in exhibits by photographing and tracking items from the Museum's collections.
- Record assets as State property so that items can be tracked and positively identified as New York State (NYS) assets. Register incoming objects and assign asset numbers; input the physical description of collections or individual items; identify historical significance and associations that establish connection between historic object assets and a historic site property, its occupants, or its historical context; acquire, direct, or photograph objects to accurately record their physical appearance; and remove artifacts from collection.
- Prepare, update, manage and maintain accurate permanent records describing artistic and historic collections.
- Evaluate collections' use (exhibit vs. storage, research & image requests by other scholars, loans, etc.), field information requests from internal and external clients, and provide intellectual and physical access to the collections, and facilitate new scholarship by assisting visiting researchers and fulfilling requests.
- Facilitate the development and implementation of exhibits and site furnishing plans by identifying collections pertinent to the subject and requirements for the exhibition or the furnishing of an interior, generating lists of collections meeting criteria defined for exhibition or furnishing plan, request and facilitate photography of collections needed to support exhibitions and furnished settings, and prepare, coordinate, and/or participate in the movement of collections to and from historic sites.
- Assist in conservation efforts by assisting in or preparing on-site and field surveys of historic and artistic objects, cleaning and packing artifacts, and participating in preventive preservation maintenance of collections in storage.
- Assist in the loan of collection objects by facilitating the identification, selection and preparation of objects for loan exhibitions; evaluating object handling, care, and security requirements during transit, preparing specifications for appropriate object transportation arrangements, and securing transit as specified.
- Perform various activities to ensure appropriate storage and the security of artifacts and other collections objects, including driving vehicle carrying such objects.
- Perform duties related to the oversight and protection of NYS rights of ownership and copyright.
- Deaccession artifacts in accordance with agency policy
- May supervise interns and volunteers including assisting in orienting and training, demonstrating and explaining work and answering questions about procedures and protocols.

Independence of Operation

Research and Collections Technicians independently prioritize, perform, and supervise laboratory and field activities in accordance with established parameters. They consult with collections manager(s), curator titles and/or Director when confronted with unusual problems or situations. Their work is observed when learning to perform advanced procedures or operate sophisticated and delicate

	equipment. They may work closely with curator titles to assist them in conducting research.
Minimum Qualifications:	A bachelor's degree including or supplemented by 18 semester credit hours in archaeology, anthropology, history, in one of the natural sciences (e.g., biology, zoology, geology), or related fields and one year of professional experience assisting in scientific or historical research in the field or in artifact/specimen care and maintenance in a laboratory or a museum. AND Must be at least 18 years of age Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command and State Human Resources. Must be able to work at heights such as climbing ladders, working on scaffolds, platforms and lifts. Must be able to push, pull, lift, and carry heavy objects and equipment (50+ lbs). Must be able to work outside in various temperatures and inclement weather for extended periods of time. Must be able to work in confined spaces in accordance with training and duty requirements. Must be able to read and write in English. Must be proficient in, and able to independently use Microsoft Office software – MS Word and Excel. Ability to use PowerPoint also preferred. * Required to have or successfully complete within 90 days of receiving computer access all Statewide Financial System (SFS), Statewide Learning Management System (SLMS) and other required training as related to job assignments. * In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required. At the time of hire, must have all New York State or federal certification/license requirements; must provide proof of current certifications and demonstrate job knowledge to perform position related duties and responsibilities. Individual is responsible for ensuring all required certifications/licenses remain current at all times during employment.

	* Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required. At all times, the employee <u>MUST</u> maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination. NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for any further information regarding the position requirements.
How to Apply:	To be considered for an interview, please submit your cover letter and resume to one of the following: BY E-MAIL (PREFERRED METHOD): Send to: ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil Subject line to say: Job Title and Location BY MAIL: New York State Division of Military and Naval Affairs State Human Resources Management 330 Old Niskayuna Road Latham, New York 12110-3514 Attn: Classifications BY FAX: (518) 786-6085 Fax Cover sheet to say: Job Title and Location In your submission, please be sure to indicate <u>what position and location you are applying to</u>. Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade. <u>Vagueness and omissions will not be resolved in your favor.</u> For questions, please reach out to State Human Resources at (518) 786-4830 This vacancy announcement will be posted until filled. Vacancy announcements can be closed 15 days after the original posting date listed below.
Subject of Interview:	ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.

	ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.
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POSTED: OCTOBER 2, 2025

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New York State is an Equal Opportunity/Affirmative Action Employer.