

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

VACANCY ANNOUNCEMENT #25-56

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:	Assistant Librarian/Archivist
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 Librarian, Director, or other appropriate supervisor, the Assistant Librarian/Archivist shall perform a full range of professional Librarian/Archivist activities including providing technical assistance and patron services. Such activities will include collecting, acquiring, classifying, cataloging, and indexing of library material, including the processing and cataloging of all two-dimensional objects held by the Museum. Such objects include but are not limited to books, photographs, maps, currency, letters, scrapbooks, newspapers, clippings, diaries and electronic material. Incumbent may also provide advice and assistance to other staff and agency facilities with historic structures and memorabilia. 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. More specifically, duties include, but are not limited to, the following: • Responsible for classifying, cataloging, indexing, arranging and physically processing all library and archive materials; may review work done by others.

- Create finding aids and bibliographies that support the use of the collections.
- Performs bibliographic database maintenance, detects and corrects bibliographic errors, eliminates duplicate records, restores missing records, and processes adds, additions, withdrawals and transfers.
- Performs copy cataloging of multiple different material formats, which includes writing descriptions, subject analysis, and assigning a classification number.
- Creates and maintains serial control records, including publication patterns, in the library database.
- Maintain professional and technical knowledge by attending educational workshops, keeping current with professional publications and participating in professional societies and organizations.
- Assist the Librarian in developing and implementing library/archives policies and procedures; help ensure implementation.
- Provide assistance and research services to library/archive patrons and agency staff as necessary.
- May provide instruction/training to support staff and across agency units. Creates/provides materials to support training programs.
- Maintain the museum website.
- Assists with the preservation of library materials.
- May assist in ordering and acquisition for library materials. Performs tasks necessary upon receipt of materials.
- Performs repairs to general collection materials and prepares worn or damaged materials for rebinding or repair.
- Digitizes library materials to preserve content and provide access.
- Performs complex problem resolution.
- Coordinate activities with appropriate departments/units in the museum.
- Propose use of space for books, maps, and archival records and ensure meets Director's objectives.
- May represent the unit on committees and at meetings.
- Travel may be required.
- Overtime may be required.
- Performs other duties as assigned by the supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a sound knowledge of standard library/archive procedures with a strong familiarity with museum registration methods, cataloging, and legal and insurance issues as well as knowledge in Machine-Readable Cataloging (MARC).
- Working knowledge of the CMH and New York State policies and procedures in program area.
- Ability to analyze project needs and communicate same to supervisor and staff.
- Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Ability to get along and interact well with different groups of people, including co-workers, management, both Federal and State personnel and the public.
- Good written and oral communication skills.
- Ability to train others.
- Ability to read and write in English.
- Proficient working with computers, to include Microsoft Office Suite and other

	related library and museum inventorying and tracking software. • Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs) and climb step-ladders and/or step-stairs. • Demonstrate reliability and trustworthiness.
Minimum Qualifications:	Must possess a Master's degree from a regionally accredited college or university in library science, information science, or archival administration studies. 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.