



# StateJobsNY

## Review Vacancy

**Date Posted:** 07/17/23

**Applications Due:** 09/30/25

**Vacancy ID:** 135273

### Position Information

<b>Agency</b>	Education Department, State
<b>Title</b>	State Archivist/Assistant Commissioner, Box OCE-1326/26000
<b>Occupational Category</b>	No Preference
<b>Salary Grade</b>	NS
<b>Bargaining Unit</b>	M/C - Management / Confidential (Unrepresented)
<b>Salary Range</b>	From \$158124 to \$195836 Annually
<b>Employment Type</b>	Full-Time
<b>Appointment Type</b>	Permanent
<b>Jurisdictional Class</b>	Exempt Class
<b>Travel Percentage</b>	0%

### Schedule

<b>Workweek</b>	Mon-Fri
<b>Hours Per Week</b>	37.5

### Workday

<b>From</b>	9 AM
<b>To</b>	5 PM
<b>Flextime allowed?</b>	No
<b>Mandatory overtime?</b>	No
<b>Compressed workweek allowed?</b>	No

<b>Telecommuting allowed?</b>	No
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### Location

<b>County</b>	Albany
<b>Street Address</b>	Office of Cultural Education New York State Archives
<b>City</b>	Albany
<b>State</b>	NY
<b>Zip Code</b>	12234

### Job Specifics

<b>Minimum Qualifications</b>	MINIMUM QUALIFICATIONS: Candidates must possess a master's degree or higher in history, government, business administration, public administration, political science, American studies, library and information science, or archival administration AND have five (5) years of experience in a senior management position in a state or local government archival or records management program, cultural institution, or organization. Candidates must also demonstrate a record of national or regional leadership in archives, records management, cultural institutions, or history and must be able to communicate a clear understanding of the challenges of government archives and records management, as well as public and educational programs using primary sources.
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**Duties**  
**Description**

The New York State Education Department is seeking candidates for the position of Assistant Commissioner for Archives and Records in the New York State Archives, a component of the Office of Cultural Education within the New York State Education Department. Reporting directly to the Deputy Commissioner of Cultural Education, the Assistant Commissioner will serve as the State Archivist and will continue the tradition of strong leadership within the local, state, and national archival and history community.

Located in historic Albany, the State Archives cares for a comprehensive collection of records, conducts related programs and services to state agencies, local governments, non-government historical records repositories, community organizations, and individuals. These programs and services span the boundaries of New York State and include technical assistance, training, publications, and grants to address archives and records management and to promote the use of historical records in the classroom to help students develop analytical and creative thinking skills. The State Archives manages a stewardship facility within the Cultural Education Center in Albany where more than 270 million colonial and state government records are preserved and made available for use. Through its Documentary Heritage Program, the Archives supports programs to ensure that the history of all New Yorkers is collected and saved for future generations.

The incumbent will also direct New York's state and local government records management programs including the State Records Center, coordinate the State Historical Records Advisory Board, manage the State Archive's special collections, and serve as the Executive Officer of the New York State Archives Partnership Trust (APT), a 501 (c)(3) not-for-profit established in support of the programs and projects of the State Archives. In the capacity of Executive Officer of the APT, the incumbent is responsible for acquiring resources through public/private partnerships designed to raise endowment and special project resources to supplement State operations funding. The Executive Officer manages a staff of four and a budget of just over \$1 million.

The incumbent will be a strategic partner within the Office of Cultural Education's senior management and will work in a collaborative manner to advance the mission and goals of the Department. The incumbent will have oversight responsibility for a staff of approximately 70 professional, technical and support staff, an operations budget of approximately \$6.5 million, and grant programs of approximately \$6.5 million each year, primarily to local governments. The incumbent will also build and maintain relationships internally, within state government, and with external stakeholders, and will lead the operations of the New York State Archives. Duties of this position include, but are not limited to, the following:

- Collaborate with internal and external stakeholders across the State to lead a policy and regulatory environment that supports records management services;
- Contribute to the State Education Department's strategic plan to ensure that the role of the State Archives is incorporated into the overall mission of the Department;
- Direct the organizational development of the State Archives, and ensure a balanced and effective organizational structure with trained staff to support its mission;
- Ensure that the Archives' programs and staffing reflect established and newly evolving technologies, programs and procedures, and lead the change to ensure that the State Archives continues to provide innovative resources and services over time; and
- Establish and carry out a statewide communication program to promote State Archives programs, resources, and services through appearances, written reports, webinars, and use of social media.

**Additional  
Comments****CONDITIONS OF EMPLOYMENT:**

This position is in the exempt class and the incumbent will serve at the discretion of the Commissioner of Education. Salary will be commensurate with education and experience. Promotions and transfers may change appointees' negotiating unit. Candidates should be aware that changes in negotiating units may affect their salary, insurance, and other benefits. Verification of degree will be required at the time of interview for all candidates. Filling of this position is contingent upon Division of the Budget approval.

**APPLICATION:** Recruitment will continue until the position is filled. Qualified candidates should send a resume and letter of interest to [OCEjobs@nysed.gov](mailto:OCEjobs@nysed.gov) (email submissions are preferred). Your resume must clearly indicate how you meet the minimum qualifications for this position. You must include the Box number (OCE-1326/26000) of the position in the subject line of your email and cover letter to ensure receipt of your application. Links to application materials will not be accepted (i.e., Google Docs). Your social security number may be required to confirm your eligibility.

Some positions may require additional credentials or a background check to verify your identity.

**Contact Information**

<b>Name</b>	Office of Human Resources Management
<b>Telephone</b>	(518) 474-5215
<b>Fax</b>	(518) 486-5631
<b>Email Address</b>	<a href="mailto:ocejobs@nysed.gov">ocejobs@nysed.gov</a>

**Address**

<b>Street</b>	NYS Education Department 89 Washington Avenue, OHRM, Room 528 EB
<b>City</b>	Albany
<b>State</b>	NY
<b>Zip Code</b>	12234

**Notes on  
Applying**

**APPLICATION:** Recruitment will continue until the position is filled. Qualified candidates should send a resume and letter of interest to [OCEjobs@nysed.gov](mailto:OCEjobs@nysed.gov) (email submissions are preferred). Your resume must clearly indicate how you meet the minimum qualifications for this position. You must include the Box number (OCE-1326/26000) of the position in the subject line of your email and cover letter to ensure receipt of your application. Links to application materials will not be accepted (i.e., Google Docs). Your social security number may be required to confirm your eligibility.

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