

# 2017 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

## Office of the Commissioner

ADDRESS1 125 WORTH STREET

ADDRESS2 NEW YORK, NY 10013

CONTACT NAME Maggie Lee

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PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

## UNIT DESCRIPTION (Max characters 1000)

DSNY's Records Management Officer, in the Office of the Commissioner, is responsible for developing the agency's records management program, including updating and maintaining an agency-wide records retention schedule, identifying records of archival value for accessioning to the Municipals Archives, and securing legal approval to dispose of obsolete records.

## POSITION TITLE (Max characters 100)

Summer Graduate Intern - DSNY 007 - Records Management

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The records management intern will provide administrative support to DSNY's Records Management Officer in her work to survey the current state of records in the agency and work with the Department of Records to update the agency's records retention schedule. Responsibilities will include:

- Conducting surveys or inventories of paper and digital records in a variety of departments and storage locations throughout agency
- Researching appropriate retention periods and drafting updates to records retention schedule
- Drafting policy and guides for staff use
- Learning, testing, and evaluating new ECM platform, including importing data or data entry

## QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

- Must be currently enrolled in an accredited graduate program in library science, archival studies, American

history, public policy, or a related field.

- Excellent organizational skills and strong attention to detail.
- Strong computer skills; must be comfortable using Microsoft Word and Excel.
- Ability to lift boxes weighing about 30 pounds and use ladders is highly desired.
- Candidates with experience or knowledge of cataloguing, surveying records, or working with metadata are strongly encouraged to apply.

**APPLICATION PROCESS (Max characters 700 )**

Email resume and brief cover letter indicating the title of the position to [mlee2@dny.nyc.gov](mailto:mlee2@dny.nyc.gov)

**SALARY RANGE**

\$795.47 per week

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Assignments will begin tentatively on June 5 and last between 10 and 13 weeks.

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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