

## HISTORIAN

GENERAL STATEMENT OF DUTIES: Oversees the preservation, recording, and interpretation of the historical background and heritage of a community, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the collection and preservation of documents and records of historical import, and the interpretation and/or display of such materials.

EXAMPLES OF WORK: (Illustrative Only)

Directs local historical museums and/or maintains historical collections;

Records and files historical information and old periodicals;

Catalogs gifts of historical importance;

Collects and displays pictures and other records of historic note;

Assists in historical celebrations;

Represents the municipality at meetings held by the New York State Association of Museums municipal historians association or similar organization;

Replies to requests for information requiring special research.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of local history; good knowledge of the history of the state; ability to record and document efficiently; ability to research thoroughly; ability to communicate effectively both orally and in writing; initiative; accuracy; sound judgment in determining authenticity of historical data; physical condition commensurate with duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with substantial course work in history, art history or related field and one (1) year of experience in the research of historical data, or (b) graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as in (a) or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Relevant volunteer experience or verifiable, relevant involvement in the community may be substituted, on a year for year basis for the above-required experience.

Towns, Villages  
J.C.: Non-competitive  
(When filled on a part time basis)

Job Class Code: 0815