

DEPARTMENT: TOWNS/VILLAGES
CLASSIFICATION: NON-COMPETITIVE
APPROVED: 10/28/85

TOWN HISTORIAN PART-TIME

VILLAGE HISTORIAN PART-TIME

DISTINGUISHING FEATURES OF THE CLASS: Collects data, maintains records, writes and lectures on the history of the town/village. This work involves responsibility for research and preparation of records on past events and the recording of present happenings for posterity. A general program may be outlined by the town/village board, but wide leeway exists for the use of independent judgment in carrying out the details. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Clips dates, mounts and files articles from newspapers and magazines;
2. Collects books concerning history of the town/village;
3. Assists in tracing lineage of town/village families by searching Bibles, scrapbooks and cemetery records;
4. Maintains scrapbooks and picture albums of town/village history;
5. Gathers historical information and materials from old records, old books and aged citizens;
6. Writes and edits articles for publication concerning the town/village history;
7. Offers advice and criticisms to persons engaged in historical research;
8. Endeavors to interest young people in community history;
9. Gives lectures and informal talks before various groups
10. Answers correspondence and inquires for historical research;
11. Corresponds with other historians and exchanges information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods and techniques of historical research and writing; good knowledge of local history; ability to lecture and write about community history; ability to establish and maintain favorable contacts and relationships with the general public; initiative and resourcefulness; tact and courtesy. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State Equivalency diploma;

AND preferably* additional education or experience demonstrative of capacity to perform.

*Preference is at the discretion of the appointing authority.

The qualification of high school or an equivalency diploma is not required in the Town of Wheatfield per correspondence dated 10/25/85.