

COUNTY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for promoting the establishment and improvement of programs for the management and preservation of local government records with enduring value for historical or other research. The incumbent encourages the coordinated collection and preservation of nongovernmental historical records by libraries, historical societies, and other repositories and carries out and actively encourages research in such records in an effort to add to the knowledge, understanding and appreciation of the community's history. The work is performed under the general direction of the County Clerk's Office with wide leeway allowed for the exercise of independent judgment. Supervision is not normally a function of the class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates the work of town historians and local historical societies;

Advocates for local history and historic preservation;

Interprets the past through research, writing, teaching and public presentations;

Provides guidance in research on topics dealing with Ulster County;

Organizes an annual conference for other local historians and historical societies which provides greater coordination of the historical preservation community;

Operates a variety of business office machines such as computers, copying machines, calculators, scanners, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of local history; working knowledge of the standards and techniques of historical research and writing; ability to operate office machines; ability to establish and maintain favorable contacts with the general public; ability to write historical documents and records; honesty and integrity; good powers of observation; tact and courtesy; resourcefulness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma

Ulster County
1918 CO HIST
Classification: Proposed Non-Competitive
MGT

Adopted: January 12, 2024