

TOWN HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the preparation and collection of records of past events and the recording of present events for posterity. The work includes research and consultation with persons having knowledge of, or who are interested in, town history. Additionally, the incumbent studies a variety of documents and artifacts and may perform historic preservation techniques in order to include these in the permanent collection of a municipality. Work is performed under the general direction of the Town Board or another higher level town official 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.

Collects data concerning the history of the town and assembles these in logical order;

May act as director of a small town museum;

Writes and edits articles for publication concerning the past and present history of a town;

On request gives lectures to interested groups, students and the general public;

Cuts out and dates clippings from papers and magazines;

Collects books concerning history of the town;

Offers advice and criticism to persons doing historical research;

Does research on genealogy;

Corresponds with other historians and answers inquiries on town history;

Indexes family files and other records;

Consults with teachers, students and other persons on matters concerning history of the town;

Keeps scrapbooks and picture albums and may collect and maintain other artifacts for the town's permanent collection;

Answers correspondence and requests for data on local history.

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research and writing; ability to establish and maintain favorable contacts with the general public; ability to write historical documents and records; honesty and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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

7340 TN HIST

Classification: Competitive

7341 TN HIST PT

Classification: Non-Competitive

OA

Adopted: July 17, 1990

Revised: June 10, 1999