

TOWN OR VILLAGE HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the preparation and collection of records of past events, the recording of present events for posterity and the maintenance and charge of records concerning the history of a Town or Village. The work includes research and consultation for and with persons interested in Town or Village history. Work is performed under general supervision with wide leeway for the exercise of independent judgment. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Collects data concerning the history of the Town or Village and assembles these in logical order; Writes and edits articles for publication concerning the past and present history of a Town or Village; 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 and Village; Offers advice and criticism to persons doing historical research; Does research on genealogy; Corresponds with other historians and answers inquiries on Town or Village history; Indexes family files and other records; Consults with teachers, students and other persons on matters concerning history of the Town or Village; Keeps scrapbooks and picture albums for the Town or Village; Answers correspondence and requests for data concerning local history.

FULL PERFORMANCE KNOWLEDGE, 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research and writing; Ability to establish and maintain favorable contacts with the general public; Ability to write historical documents and records; reportorial honesty and integrity; Good powers of observation; Tact and courtesy; Resourcefulness; Good physical condition.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school; OR
- B. Any equivalent combination of experience and training.