

HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work in the maintenance of records relating to events of historical significance and the performance of research work on such records. Work activities develop from requests for information relating to events of historical significance or the maintenance of files of clippings or the recording of such items. The position may be located in a village, town, or county government. Work is performed with considerable independence subject only to established policies relating to the maintenance of such records. Work includes contact with historians or other persons seeking information from such records. Work will assist with organizing the commemoration events for historical anniversaries, participate in other civic or patriotic observations, and support the efforts of tourism promotion and historical agencies through their work. Work is subject to general evaluation and review and through comments of persons utilizing such records.

TYPICAL WORK ACTIVITIES:

- Maintains specific records taken from newspapers, magazines, books, pamphlets, and other sources of information relating to events of historical interest which happen throughout the county;
- Maintains reference cards relating to historical events for use in answering inquiries or finding information;
- Assists students, historians, and organizations interested in securing general or specialized information relating to events in the history of the municipality; searches for names of participants in events of historical interest, and maintains records relating to the history of local towns, villages, or cities;
- Ascertains which current activities or events have historical significance and records such events within the files of the office;
- Assists with organizing the commemoration events for historical anniversaries and participates in other civic or patriotic observations;
- Serves as a resource to local tourism, historical and economic development agencies for general promotion of historical events and places in order to boost tourism and recreational activities;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of the principles and practices involving the maintenance of records relating to historical events;
- Some knowledge of the basic principles of library science, particularly relating to classification of historical events;
- Some knowledge of the resources and reference materials which are available in this field;
- Ability to evaluate happenings and events for their probable future historical significance;
- Ability to perform research activities relating to library or related materials;
- Ability to establish and maintain effective working relationships with students, historians, and local organizations.

MINIMUM QUALIFICATIONS:

Graduation from high school or completion of a general equivalency diploma and one year of paid or volunteer experience as a library assistant, researcher or in public information work.

Juris. Class: Exempt (In County Service, Towns, and Villages if PT)

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 03/06, 06/10