

VILLAGE HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS:

This is work involving responsibility for recording of current events in village and for the preparation and acquisition of records as to past events. The work is performed under general direction with wide leeway for the use of independent judgment and initiative.

TYPICAL WORK ACTIVITIES:

1. Prepares genealogy tables of early settlers;
2. Secures old documents, photographs and records;
3. Builds up the historical library;
4. Furnishes assistance to those in search of old records;
5. Tabulates current events;
6. Maintains file of various records;
7. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Familiarity with the history of the Village; ability to contact people and secure cooperation in gathering historical records; knowledge of and genuine desire to contact sources of information; willingness to cooperate with the public; initiative and ability to make independent decisions; good general intelligence; good observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, preferably supplemented by training or experience in the collection of and maintenance of historical records.

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REVISED: 09/15/95