

HISTORIAN (LIBRARIES)

DISTINGUISHING FEATURES OF THE CLASS:

This position has the responsibility to collect and preserve documents, maps, photographs and other materials relating to the history of the community served. Incumbents will also do research, write, and provide presentations about the local history of the community. Acts as a resource for the general public on matters relating to local history. Work is performed under the direction of a department head or director. Evening or weekend hours will be required. Supervision may be exercised over departmental and contractual employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Collects and preserves historical documents, photographs, and records;
2. Answers questions and researches the history of the community served;
3. Provides assistance to the public in search of historical information;
4. Presents to the public about the history of the community served;
5. Develops programs and projects in conjunction with local educational institutions and historical societies;
6. Interprets and curates exhibits of local collections;
7. Develops working relationships with community government and institutions in order to preserve records of current events for posterity;
8. Recommends and develops policy for historical collections and public programming;
9. May supervise departmental and contractual employees;
10. Writes grant proposals, as needed.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES:

Good knowledge of the local history of the community served; ability to work local historical societies, municipalities, and other groups on particular projects; ability to conduct historical research; ability to speak before the public; ability to communicate effectively, both orally and in writing; ability to deal effectively with the public; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

HISTORIAN (LIBRARIES) (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER (A) Master's degree and two (2) years of work experience as a town, Village or City historian, history teacher or professor, museum curator, archivist or related field;
- OR: (B) Bachelor's degree in history or related field and four (4) years work experience as described above;
- OR: (C) An equivalent combination of education, training and experience within the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by U.S. Department of Education/U.S. Secretary of Education.

NOTE: Volunteer or part-time experience may be substituted for work experience. In order to qualify, volunteer or part-time experience must be documented and verifiable.

SPECIAL REQUIREMENT

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 10/28/19