

## HISTORIAN P.T.

Code No.: 6-08-004  
EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This part-time position is responsible for collecting and preserving historical materials, researching and interpreting local history, responding to genealogy requests, answering questions and conducting tours relative to local history of a Town. Responsibilities include identifying historical materials, determining which if any, material should be preserved, and identifying date of erection of historic buildings. The employee reports directly to and works under general supervision from, the Town Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Conducts research and interprets history for the Town;

Collects and preserves historical material such as family histories, maps, books, newspaper articles, photographs, etc., relating to local Town history;

Plans and conducts walking tours, lectures, seminars, and slide shows relative to local history;

Scans daily newspapers and clips relevant articles;

Writes, prepares layout and design, supervises printing services, proofreads, edits and promotes, and markets historical publications such as books, brochures, news letters, magazine articles, etc.;

Writes inscriptions, arranges for purchase, supervises erection and maintenance of roadside historical markers and plaques;

Conducts and assists with genealogical and demographic research;

Attends various meetings and functions such as County meetings, Historic Site Meetings, Landmark meetings etc.;

Performs office duties such as answering correspondence, preparing reports, indexing, etc.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the methods and techniques of historical research and writing as related to local history; good knowledge of archives and record holdings in other institutions and governmental offices; good knowledge of local history and formation; ability to write and lecture on historical matters; ability to secure cooperation in the correction of historical documents and records; ability to make clear analytical decisions; ability to make historical interpretations; ability to communicate effectively both orally and in writing;

integrity; good judgment; health commensurate with the demands of the position.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 31, 1988