

TOWN HISTORIAN

Department: Supervisor

Classification: Non-Competitive

Specification Number: 1080

Approved: 11/19/21

Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school and candidates must have a background that ensures they are able to demonstrate knowledge of the history and noteworthy activities of the Town.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for researching, recording, obtaining, safekeeping, and presentation of historical documents, information, and archival materials for preservation for the town. The incumbent performs duties with a minimum of supervision and exercises an extreme amount of independent initiative and judgement. Supervision may be exercised over subordinates and is received by an administrative supervisor through reports, conferences and review of work performed. Does related work as needed.

TYPICAL WORK ACTIVITIES

- Appraises and edits permanent records and historically valuable documents;
- Participates in research activities based on archival materials;
- Directs the safekeeping of archival documents and materials;
- Analyzes documents for value to posterity within the town;
- Prepares reference aids such as indexing, guides, microfilming, etc.;
- Selects and edits documents and materials for publication, display and presentation.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of resources to historical information gathering; good knowledge of town history, growth and development; knowledge of library recording techniques and procedures for document preservation, safekeeping, and future availability; ability to cooperatively work with others, establish and maintain effective relationships with town officials and public interest groups; ability to research, and analyze documents and materials for historical value; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.