

Jurisdiction: Oneida County Towns

Jurisdiction Class: Exempt

Adopted: 4/7/95

## **TOWN HISTORIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for preparing, acquiring and recording current and past events of historical importance in the town. Duties include research and consultation with persons interested in the history of the town. The Town Historian operates independently with wide leeway for the use of judgment and initiatives in carrying out details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Collects details concerning the history of the town and assembles them in logical order;  
Writes and edits articles for publication concerning the town's past and present history;  
Gives lectures to groups, students and the general public;  
Offers advice and criticism to persons doing historical research;  
Communicates with other town historians on matters of mutual interest;  
Answers inquiries on town history;  
Consults with teachers, students and other persons on matters concerning the history of the town.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of the methods and techniques of historical research and writing; working knowledge of the local history; ability to write and lecture interestingly on historical documents and records; ability to make independent decisions; reportorial honesty; editorial skill; good powers of observation.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.