

Civil Division: Villages
Jurisdictional Class: Exempt
EEO Category: Administrative Support
Adopted: 11/02/17

VILLAGE HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class keep records of important historical village events. These records are maintained in albums and are made available for public viewing. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conserves and preserves historical village data;
Gathers data from a variety of sources, such as, newspaper articles, photographs, pamphlets, periodicals, organization materials, etc.;;
Maintains data and ensures that historical information is made available for public viewing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: General knowledge of office terminology, procedure, and equipment; ability to understand and follow simple oral and written directions; ability to observe, receive and obtain information from relevant sources; ability to write legibly; clerical aptitude; mental alertness; tact and courtesy.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience, and other such qualifications, as the Village Mayor may determine appropriate.

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

Adopted: 11/02/17