

HISTORIAN

JOB CODE: 1150
LOCATION: Tioga County; Municipalities
CLASSIFICATION: Non-Competitive
SALARY GRADE: Varies by location
ADOPTED: Revised 7/97; 5/09, Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER, 2 year term**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the preparation of records of past events in the town or village and records of present events for posterity. The Historian collects data and writes and lectures on the history of the municipality. The work includes research and consultation functions for and with persons interested in Municipal history. Supervision is received from Municipal officials with wide leeway for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Collects data concerning the history of the town or village and assembles them in logical order;
- Writes and edits articles for publication concerning the municipalities past and present history;
- On requests, gives lecture to groups, students and the general public;
- Offers advice and criticism to persons doing historical research;
- Corresponds with other town or village historians and answers inquiries on municipal history;
- Consults with teachers, students and other persons on matters concerning the history of the town or village.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Extensive knowledge of the methods and techniques of historical research and writing; thorough knowledge of local history; ability to write and lecture interestingly on historical documents and records; ability to make independent decisions; editorial skill; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma OR any equivalent combination of training and experience indicating ability to do the work.

Residency Requirement: Pursuant to County Law § 400, Historian is designated as an "appointive officer" and therefore falls under Public Officers Law §3. Incumbents must reside in Tioga County in order to serve in the position.