

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: COUNTY HISTORIAN **GRADE:** 18

TITLE ABBREVIATION: COUNTY HISTORIAN **TITLE NO:** 6808

JURISDICTION: NC **SALARY CODE:** 03 **UNIT:** M **EEO CODE:** OA **FLSA CODE:** EX

DEPARTMENT: COUNTY HISTORIAN

NATURE OF THE WORK: The County Historian is charged with the responsibility to manage history and history-related programs in Orange County. The Historian provides for the collection and preservation of materials relating to county history in conjunction with public and private agencies and responds to inquiries from individuals or groups concerning the history of Orange County. The County Historian plans, organizes, promotes, publicizes and conducts the County's history programs.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one position class in the non-competitive classified service. The Historian manages and participates in providing history related programs for the County. The Historian is appointed by the County Executive, subject to confirmation of the Legislature and serves at the pleasure of the County Executive. Work is performed under the general administrative oversight of the County Executive. Direct supervision is exercised over a small staff engaged in historical preservation activities. The Historian has wide leeway for the use of professional judgment in program activities and must be able to establish and maintain effective working relationships with public and private groups interested in County history programs.

TYPICAL DUTIES AND TASKS:

Collects and preserves material relating to the history of Orange County in cooperation with the State Historian:

- maintains bibliographies of primary and secondary source material pertaining to the county;
- collects and preserves basic cartographic material including maps and atlases from the Colonial Period to the present;
- provides research advice, assistance and access to the general histories of Orange County;
- collects and maintains microfilms of early Orange County newspapers.

Plans, organizes, promotes, publicizes and conducts the Orange County History Program:

- provides professional leadership and assistance for town, village and city historians;
- coordinates all aspects of history programs with various organizations;
- presents local history studies to grade schools;
- collaborates with approximately thirty historical societies;
- represents the County Executive on occasions such as ceremonies or programs related to Orange County history.

Answers questions from individuals, institutions and the press concerning the history of Orange County:

- assists in historical research;
- cooperates with institutions interested in the history and heritage of Orange County;
- provides source material and assistance to the press for the preparation of special historical supplements;
- gives general advice to the individuals interested in genealogy or family history;
- holds monthly exhibit and program meetings.

Serves as county preservation officer:

- recommends sites and districts for inclusion in the National Register of Historic Places;
- assists municipalities in reviewing buildings in Community Development and other projects;
- advises owners concerning eligibility of properties for the National Register of Historic Places;
- oversees county grants to municipal historians and historical societies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the history and geography of Orange County; thorough knowledge of public and private groups, organizations and agencies interested in historic programs and the preservation of historic sites; thorough knowledge of organizational management principles and techniques; good knowledge of principles and procedures used to develop and lay out brochures and pamphlets; good knowledge of public administration principles and practices; working knowledge of principles and practices of supervision; ability to present ideas clearly and effectively both orally and in writing; ability to plan and carry out historic programs; ability to establish satisfactory working relationship with others; ability to apply good professional judgment in carrying out programs and activities; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and two (2) years experience as a town, village or city historian, history teacher or professor, museum curator or related field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in history or closely related field and four (4) years experience as noted in (A) above.

NOTE: Verifiable volunteer service in activities related to historic site preservation or historic programs may be substituted for an equivalent amount of the required experience.

REVISED: 03/21/11 dmc