

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Town Historian

TITLE #: 1701

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work relating to the collection and preservation of historical materials relating to municipal history. The work is performed under the general supervision of the appointing authority. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains history of the community and its nearby area;

Compiles, records and files all historical facts about the municipality;

Searches for and proves authenticity of old records and deeds;

Participates in research activities based on archival materials;

Preserves and directs the safekeeping of artifacts and photographic memorabilia;

Conducts file searches for individuals interested in genealogy or family history;

Selects and edits documentation or materials for publication, display, and presentation;

Assists in historical celebrations;

May maintain and organize the operation of a town museum.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of resources of historical information gathering; good knowledge of deeds and records; knowledge of town history, growth and development; ability to research; ability to establish and maintain good working relationships with town officials and public interest groups; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in history or related field; OR
- (B) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two (2) years of experience researching or maintaining records; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (B) above.

JURISDICTIONAL CLASSIFICATION: Part time – Non-competitive

ADOPTED: UNKNOWN

REVISED: 8/3/98 kmg

REVISED: 02/24/06 dmc