

DEPARTMENT: COUNTY HISTORIAN
CLASSIFICATION: COMPETITIVE; NON-COMPETITIVE PART-TIME
APPROVED: OCTOBER 25, 2004

COUNTY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the collection, maintenance, and use of historical records pertaining to the County of Niagara. The incumbent in this position records and conducts research into, and assists others in their research into, the history of Niagara County. Work is performed independently with general direction given by the Office of the County Clerk under whose jurisdiction the County Historian's Office falls. Further direction is given by the assigned Niagara County Legislative Committee and related New York State departments. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Collects, records, interprets, and preserves significant historical data, memos, articles, etc. pertinent to Niagara County for the basis of historical research by present and future generations;
2. Facilitates City, Town, and Village historical activities as requested or assigned;
3. Lectures on topics of Niagara County history and, upon request, assists teachers in presenting educational data pertinent to Niagara County;
4. Works to promote an interest in and appreciation of Niagara County's history among the citizens of Niagara County and beyond;
5. Prepares and presents periodic oral and written reports to the Office of the County Clerk under whose jurisdiction the Historian's Office falls, and to the County Legislature as requested or required;
6. Maintains a close and cooperative working relationship with the Association of Municipal Historians of Niagara County whose membership also constitutes the Ad Hoc Historians Committee to the Niagara County Legislature;
7. Guides and assists the public in their research of historical and genealogical data contained in the collections of the Niagara County Historian's Office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of local history and of American history in order to place local history into context; working knowledge of basic genealogical research methods; working knowledge of photography in order to photographically record events and to prepare photographically based presentations; public speaking skills; ability to research historical data from a variety of sources and to present findings in an organized clear manner; ability to present lectures about Niagara County history; ability to compile, prepare, and present clear and concise oral and written reports; ability to catalog, organize, and maintain the data that constitutes the holdings of the Office of the Niagara County Historian; ability to work well with others; initiative, resourcefulness, neatness, physical condition commensurate to the demands of the position.

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COUNTY HISTORIAN CONTINUED

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, **and**

1. 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**
2. 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 Education or Library Science with a minimum of twelve (12) hours of coursework in American and/or Western European History; **or**
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates in Arts degree with a minimum of twelve (12) hours of coursework in American and/or Western European History **and** two (2) years of paid full-time experience in the public or private sector as an historian, an historical researcher, or a teacher of history at the elementary, secondary, or college level **or** as a librarian employed in a duly organized and constituted library; **or**
4. Four (4) years of full-time paid experience in the public or private sector as an historian, an historical researcher, or a teacher of history at the elementary, secondary, or college level **or** as a librarian employed in a duly organized and constituted library.

NOTE: Verifiable volunteer or part-time experience will be pro-rated to meet the above paid full-time qualification based on the established part time rating scale.