

DEPARTMENT: NIAGARA COUNTY
CLASSIFICATION: NON-COMPETITIVE (2 POSITIONS) APPROVED BY NYSCSC
09/09/2008
APPROVED: SEPTEMBER 11, 2007

DEPUTY COUNTY HISTORIAN PART-TIME

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for assisting the County Historian by researching and recording local history and by collaborating with municipal historians and other researchers to facilitate the exchange of information. General supervision is received from the County Historian. The incumbent acts for the County Historian in his or her absence, following guidelines as established by the County Historian. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in performing research and the recording of past and present events of historical interest;
2. Serves as historic resource in consulting with agencies and historians;
3. Cooperates with municipal historians to plan, facilitate and encourage a unified methodology of collecting, reporting and preserving information of historical interest;
4. May prepare and present lectures and write articles for publication about local history and methods of local or genealogical research;
5. Receives, records, conserves and files books, photographs, diaries and other media containing historical information deemed relevant to Niagara County history;
6. Selects, assembles, and prepares materials and literature for special events such as historians' conferences, exhibits, speaking engagements, etc.;
7. Assists the County Historian in collecting data and in preparing periodic reports;
8. Responds to letters of inquiry, prepares correspondence and performs routine clerical functions
9. Assists in the development of historical exhibits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Niagara County history; proven knowledge of local and regional history; good basic knowledge of archival practices; demonstrated interest in historical research; basic computer skills; ability to acquire and reduce historical data from a wide variety of sources and media; ability to perform historical research; ability to write about historical events in a clear, concise and interesting style; ability to lecture on local history; ability to secure the cooperation of others; ability to learn new and evolving computer technology; good general intelligence and acumen; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalence diploma.

SPECIAL REQUIREMENT AS A CONDITION OF CONTINUED EMPLOYMENT:

Employees must become certified as a Registered Public Historian by the Association of Public Historians of New York State (APHNYS) within four (4) years of appointment.