

Jurisdictional Class: Competitive; Non-Competitive when Part Time in County
Adopted: February 5, 2008
Revised: May 3, 2010

COUNTY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position with department head status. The incumbent is responsible for interpreting the County's history to citizens and visitors. The incumbent advises County and local officials regarding the preservation of and access to public records and serves as liaison between the New York State Archives and Records Administration and local government agencies as well as the New York State Historian's office and local historians and government agencies. The incumbent performs duties as specified in New York State Law (Arts and Cultural Affairs Law 57.15--Duties of Local Historian). The work is performed under the supervision of the County Legislature with wide leeway to exercise independent judgment in carrying out the details of the position. Supervision may be exercised over the work of town or local Historians in performing the historical work recommended by the State Historian. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains a regular schedule of business hours that are publicly available;
Advises the appointing authority municipalities, organizations, and individuals on questions relating to history and historic preservation;
Identifies and ensures the preservation of records of enduring value;
Acts as liaison with the State Archives and Records Administration Office on issues related to records management;
Encourages the commemoration of county historic anniversaries and other civic and patriotic observances;
Advises fund raising and grant activities for historic programs;
Introduces and/or supports legislative initiatives for historic programs;
Presents the history of the county by writing, teaching, and by public and media presentations;
Continues to write county history.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:

Knowledge of local, regional, and New York State history;
Knowledge of archival practice and research;
Ability to communicate effectively both orally and in writing;
Ability to interact successfully with a wide spectrum of individuals;
Computer literacy;
Interest in representing the office in local, regional, and statewide professional activities.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree and two (2) years of experience in education, library science, collecting, compiling and reporting historical data, conducting historical research, archival records work, or related work experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Verifiable part-time and/or volunteer experience as outlined in (b) above will be pro-rated toward meeting full-time experience requirements.