

Jurisdictional Class: Competitive; Non-Competitive when Part Time in Villages
Adopted: July 23, 1991
Revised: August 20, 2010

VILLAGE HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This is general clerical work involving the compiling of data and maintenance of records concerning the history of the village. A general program is outlined but details of execution are left to the discretion of the Village Historian. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Cuts out and dates clippings from papers and magazines;
Maintains a card index on all schools in the village;
Collects books concerning history of the village;
Does research work on genealogy;
Indexes family files and other records;
Keeps scrap books and picture albums for the village;
Answers correspondence and requests for data concerning local history;
Assists in promotions of village events of historical significant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Knowledge of and interest in local history;
Organizational skills;
Ability to establish and maintain favorable contacts with the general public;
Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or two (2) years of clerical experience.