



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **COUNTY HISTORIAN**
Jurisdictional Class: Non-Competitive (*Part-Time)
Civil Division: County Historian
Adoption: CSM
Revised: CSM 03/13/2002; 7/12/17

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for maintaining a variety of materials and artifacts related to the history of the County. The incumbent is responsible for the interpretation and dissemination of county history through writing, and public presentations. He or she is also responsible for maintaining files and materials of current interest in the development of the County. The work is performed under general direction of the County Legislature or other designated Supervisor with leeway allowed for the exercise of independent judgment and initiative. Supervision of employees, interns and volunteers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts as an organizer and advocate for the preservation of Cayuga County history;
Visits with local societies and individual Town, Village, and City Historians to assist in every way possible with their activities, organization, and procedures;
Arranges for mutually advantageous meetings of society representatives and individual historians for the exchange of ideas and plans for their separate or joint activities;
Assists the local historical sites and town historians with program planning when possible. Speaks and writes about local history whenever possible to keep the citizenry aware of the interest in this subject and how they can assist in the effort;
Ensures that all current events of historical significance are properly recognized and each responsible organization has taken the proper steps to include it in their possible project activities;
May supervise cataloging and researching of historical materials;
Supervises and participates in the presentation of historical exhibits and development of historical archives;
Directs the writing of County history and writes well-organized and readable narratives;
May organize local initiatives and write grants for historical objectives of the county;
Does related work as directed by the legislature.
Submit a monthly activities report to the County Clerk.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the history of the County;
Demonstrated interest in historical research;
Good knowledge of the principles and techniques of keeping historical records;
Ability to acquire historical data from a wide variety of sources;
Ability to lecture on County history;
Ability to write of historical events in an interesting manner;
Ability to evaluate historical data;
Ability to make independent decisions;
Proficient in Microsoft Office (Word and Excel) and possessing expertise in retrieving historical and genealogical materials from a wide variety of internet resources and databases.
Ability to establish and maintain effective working relationships with students, historians and local organizations;
Good general intelligence and acumen;
Initiative;
Resourcefulness.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or NYS registered 4-year college with a Bachelor's Degree in history; **OR**

(B) Graduation from a regionally accredited or NYS registered 4-year college with a Bachelor's Degree in a Social Science or related field AND 1 year of experience in a position conducting historical research, archival records work, or related teaching activity; **OR**

(C) Any equivalent combination of experience and training as defined by (A), or (B) above.