



**CAYUGA**

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*An Equal Opportunity - Affirmative Action Employer*

**CIVIL SERVICE**

**COUNTY**

**C**

F:\civil\jbspec\Town or Village  
Historian

<b>TITLE:</b>	<b>TOWN OR VILLAGE HISTORIAN</b>
<b>JURISDICTIONAL CLASS:</b>	<b>NON-COMPETITIVE – (*PART-TIME)</b>
<b>CIVIL DIVISION:</b>	<b>TOWNS, VILLAGES</b>
<b>ADOPTION:</b> CSM	
<b>REVISED:</b> CSM	<b>08/08/2001</b>

**DISTINGUISHING FEATURES OF THE CLASS:**

Maintains and has charge of records concerning the history of a Town or Village; does related work as required. This position involves responsibility for the preparation and collection of records of past events and the recording of present events for posterity. The work will entail research and consultation for and with persons interested in Town or Village history. Work is performed under general supervision with wide leeway for the exercise of independent judgment. Supervision is not ordinarily a function of this position.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Collects data concerning the history of the Town or Village and assembles these in logical order;
- Writes and edits articles for publication concerning the past and present history of a Town or Village;
- On request gives lectures to interested groups, students, and the general public;
- Cuts out and dates clippings from papers and magazines;
- Collects books concerning history of the Town and Village;
- Offers advice and criticism to persons doing historical research;
- Does research on genealogy;
- Corresponds with other historians and answers inquiries on Town or Village history;
- Indexes family files and other records;
- Consults with teachers, students, and other persons on matters concerning history of the Town or Village;
- Keeps scrapbooks and picture albums for the Town or Village;
- Answers correspondence and requests for data concerning local history.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Good knowledge of local history;  
Working knowledge of the standards and techniques of historical research and writing;  
Ability to establish and maintain favorable contacts with the general public;  
Ability to write historical documents and records;  
Reportorial honesty and integrity;  
Good powers of observation;  
Tact and courtesy;  
Resourcefulness;  
Good physical condition.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school (or higher level) or possession of a high school diploma **OR**
- (B) Two years of paid or volunteer experience working with a historical society, museum, or cataloging files, scrapbooks, photograph albums or other records concerning historical research.