

VILLAGE HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing the local historical museum and maintaining historical village records. The incumbent in this position is responsible for collecting, preserving and displaying material relating to the history of the village. Responsibilities also include promoting village history and its significance by arranging tours for school students, encouraging donations of artifacts relevant to village history and assisting in the scheduling of historical programs and celebrations. Work is performed under the direct supervision of the Mayor, with leeway allowed for exercise of independent judgment. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees local historical museum and maintains historical village records;
Collects, preserves and displays material relating to the history of the village;
Arranges tours for school students to educate about village history;
Ensures a well coordinated and positive visitor experience;
Assists in the scheduling of historical programs and celebrations;
Promotes the village history and its significance to the community;
Makes historical records available for public use;
Has responsibility for procuring information, artifacts and donations to preserve village history and recording their historical significance;
Has responsibility for responding to inquiries regarding village history.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the sources of information for local history;
Good knowledge of methods for collecting and preserving historic material;
Ability to promote a historical museum;
Ability to assist in the planning of village historical events;
Ability to communicate effectively, both orally and in writing;

Ability to speak before public groups and articulate information effectively;
Ability to be organized and detail oriented.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college of university with an Associate's degree AND one year of full-time experience, or its part-time and/or volunteer equivalent*, in clerical work in an office setting; OR
- B) Graduation from high school or possession of an equivalency diploma AND three years of full-time experience, or its part-time and/or volunteer equivalent*, in clerical work in an office setting; OR
- C) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

*NOTE: Verifiable part-time and/or volunteer experience will be prorated towards meeting full-time experience requirements as follows:

8-15 hrs/wk	¼ time
16-23 hrs/wk	½ time
24-31 hrs/wk	¾ time
32+ hrs/wk	full-time