

VILLAGE HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible public officer position involving the collection, maintenance and preservation of Village memorabilia for posterity, as specified in the Arts and Cultural Affairs Law, Sections 57.7 and 57.09, and is usually performed by an individual with particular interests and aptitudes for maintaining and developing historical accounts and consequently is done at times and location convenient to the appointee. This position is under the general direction of the Village Board and/or the Village Mayor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects, maintains and preserves materials of historical value to the development of the Village;

Collects photographs or may photograph subjects or places of unusual interest;

Examines the condition, classification and fire protection of all materials;

Recommends the acquisition of materials of historic value for preservation;

Stimulates interest in historical developments by talks or lectures, displays or writings;

Prepares annual report of accomplishments;

May collect, identify, label and store artifacts and other local products or handicrafts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English; working knowledge of the methods and techniques of historical research and writing; ability to recognize current activities which may have historical significance; aptitude and interest in developing historical references; ability to communicate effectively orally and in writing; a high degree of accuracy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: The Village Historian is appointed by the Village Mayor for a term of one official year or a remaining portion thereof.

PUBLIC OFFICER: As a Public Officer, incumbent must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed, and must not have been convicted of a violation of selective training and service acts of the United States.