

HISTORIAN (Towns)

DISTINGUISHING FEATURES OF THE CLASS: The Historian is charged with the responsibility to manage history and history-related programs in the Town. The Historian provides for the collection and preservation of materials related to Town history in conjunction with public and private agencies and responds to inquiries from individuals or groups concerning the history of the Town. The Historian plans, organizes, promotes, publicizes and conducts history programs.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Collects and preserves records related to the history of the town such as photographs, microfilms, newspapers, etc;

Disseminates historical information about the Town through research and publication, speeches and correspondence;

Answers questions from individuals and institutions concerning the history of the Town;

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the history of the Town; working knowledge of the techniques of historical research; ability to conduct independent research, ability to coordinate the work of others; good organization; initiative; physical condition commensurate with the demands of the position.

PREFERRED MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma (GED) and one-year experience in historical projects.