

TOWN HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for compiling information and data and the maintenance of records concerning the history of the town and includes research and consultation functions for and with persons interested in town history. The work is performed under general supervision with wide leeway for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects data and documents concerning the history of the town and assembles it in logical order;

Gathers historical material from old records, old books and aged citizens;

May write or edit articles for publication concerning the town's past and present history;

On request, gives lectures to students and interested groups;

Offers advice and criticism to persons doing historical research;

May collect books concerning history of the town;

Handles correspondence and requests for information concerning the town's history, and may act as advisor or consultant on research studies relating to the town.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of practices and techniques used in historical research activities; good knowledge of sources of historical information and data; good knowledge of and interest in local history; ability to keep historical records and to prepare historical reports; ability to write in a clear, descriptive and interesting manner; ability to establish and maintain favorable contacts with individuals and groups; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school or possession of a high school equivalency diploma; or

(b) Two years of experience doing research or keeping records; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).