

COUNTY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves conducting research into and collecting and preserving materials relating to the history of Cattaraugus County as well as responsibility for cataloging and indexing artifacts presently in the County Museum and any newly acquired artifacts in accordance with acceptable standards for museums. The work is performed independently under general supervision of the Director of Economic Development, Planning and Tourism. Pursuant to NYS Arts and Cultural Affairs Law §57.09, the incumbent supervises the activities of local historians in towns and villages in performing historical work recommended by the State Historian. A County Historian does related work as required.

TYPICAL WORK ACTIVITIES:

- Assembles historical data by consulting sources of information such as archives, court records, diaries, news files, and miscellaneous published and unpublished materials;
- Coordinates with local historians to maintain a plan for a uniform pattern of collecting, reporting, and preserving information and material relating to the history of the County;
- Processes requests by individuals for information by conducting research into genealogical background of individual or family in order to establish descent from specific ancestor or to discover and identify forebears of individual or family;
- Assists in the collection, preservation, and safeguard of material relating to the history of the County;
- May direct and participate in the preparation of materials and literature for special events or occasions;
- May lecture interested groups concerning details of local history and prepare narrative accounts of local historical events;
- Prepares and submits to the State Historian and the local legislative chairman an annual report of work accomplished in the preceding year.
- Catalogs, indexes and cleans artifacts in the Museum;
- Provides the general public with information regarding the artifacts in the Museum, e.g., speaking at, and preparation of traveling exhibits, organizing, and conducting tours in the Museum;
- Designs and arranges exhibits and displays of museum items, and produces educational video material for publishing on the Museum's social media;
- Plans and implements annual series of special events and programs at the Museum, including marketing and publicity;
- Arranges with donors to accept items for the Museum.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of the current techniques utilized in the preservation of historical materials and those related to the gathering and organizing of historical facts, checking accuracy, and reporting findings simply, clearly, and gracefully; ability to communicate effectively both orally and in writing; ability to secure the cooperation of others; an active interest in local history; good knowledge of the practices and principles of museum curatorship; working knowledge of local history; working knowledge of American History; ability to work at tedious and menial tasks;

congeniality; tact; initiative; resourcefulness; honesty; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A) Possession of a Bachelor's degree in History, Anthropology, Geography, Education, Library Science, Journalism, Communications or closely related field;

OR

B) Possession of an Associate degree in History, Anthropology, Geography, Education, Library Science, Journalism, Communications or closely related field AND two (2) years of experience conducting historical research; archival records work; collecting, compiling and reporting historical data; records management; or related activity;

OR

C) Four (4) years of experience conducting historical research; archival records work; collecting, compiling and reporting historical data; records management; or related activity.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/29/26