

VILLAGE HISTORIAN

GENERAL STATEMENT OF DUTIES: Collects data; maintains records; writes and lectures on the history of the village; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for research and preparation of records on past events and the recording of present happenings for posterity. A general program may be outlined by the village board but wide leeway exists for the use of independent judgement in carrying out the details.

EXAMPLES OF WORK: (Illustrative only)

- Clips, dates, mounts, and files articles from newspaper and magazines;
- Collects books concerning history of the village;
- Assists in tracing lineage of village families by searching Bibles, scrapbooks, and cemetery records;
- Maintains scrap books and picture albums on village history;
- Gathers historical information and materials from old records, old books, and aged citizens;
- Writes and edits articles for publication concerning the village history;
- Offers advice and criticism to persons engaged in historical research;
- Endeavors to interest young people in community history;
- Gives lectures and informal talks before various groups;
- Answers correspondence and inquiries for historical data;
- Corresponds with other historians and exchanges information.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the methods and techniques of historical research and writing; good knowledge of local history; ability to lecture and write about community history; ability to establish and maintain favorable contacts and relationships with the general public; initiative and resourcefulness; tact and courtesy; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a standard high school; or any equivalent combination of experience and training sufficient to indicate the ability to do the work.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION