

## HISTORIAN

### DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position with the responsibility to collect and preserve documents, maps, photographs and other materials relating to the history of Dutchess County. Incumbents also do research, writing and public speaking about Dutchess County and act as a resource for the general public on ethnic, religious, genealogical, archeological or other related information. Work is performed under the general direction of the County Executive. Evening or weekend hours may be required. Supervision is exercised over all staff employees and contractual employees in the work unit.

### TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Collects and preserves old documents, photographs and records;
2. Answers questions and does research pertaining to the history of Dutchess County;
3. Furnishes assistance to the public in search of historical information;
4. Writes press releases and does public speaking about Dutchess County history;
5. Develops programs and educational projects in conjunction with area educational institutions and historical societies;
6. Prepares genealogy tables of early settlers;
7. Supervises subordinate staff members;
8. Records current events for posterity;
9. Writes grant proposals as needed;
10. Provides archival assistance to the Records Management Officer;
11. Prepares an annual report to the County Executive;
12. Prepares annual program budget.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Dutchess County history; ability to coordinate the work of various historical societies and other groups on particular projects; ability to do historical research; ability to speak before the public; ability to communicate effectively, both orally and in writing; ability to make independent decisions; ability to deal effectively with the public; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college with a Master's or Bachelor's degree in Archives and Records Administration, History and Archives Management, Archives, Preservation and Records Management, History or a closely related degree;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma plus four years work experience in the research, collection and maintenance of historical records which must have included or been supplemented by evidence of research ability and evidence of ability to speak before the public.

OR: (C) An equivalent combination of the training and experience within the limits of (A) and (B) above.

NOTE: Volunteer or part-time experience may be substituted for work experience. In order to qualify, volunteer or part-time experience must be documented and verifiable.

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ADOPTED: 06/07/74

REVISED: 08/23/83      DRAFT REVISION: 06/19/12      0712/12