

DEPARTMENT: CITY OF NORTH TONAWANDA
CLASSIFICATION: NON-COMPETITIVE APPROVED BY NYSCSC 09/09/2008
APPROVED: JUNE 13, 2007

CITY HISTORIAN – PART-TIME

DISTINGUISHING FEATURES OF THE CLASS: The incumbent collects, records, interprets and preserves significant historical data. This work involves responsibility for researching, collecting, preparing and recording information for posterity. The incumbent assists other City departments with research, makes recommendations regarding archiving records, and promotes the City's history. General direction is received from the Mayor's Office and wide leeway exists for the use of independent judgment in carrying out the details. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Collects, records, interprets, and preserves significant historical data by clipping, dating, mounting and filing articles from newspapers, magazines, articles, books, and maintains and augments existing history files pertaining to important events in the City gathered from newspapers, individuals, and City departments;
2. Maintains City historic record archives and advises departments on what documents should be retained for historical purposes;
3. Compiles and maintains scrapbooks, albums, and records of City history;
4. Provides active research for City departments and public service organizations;
5. Assists the public with historical research by researching records, books, articles, etc.
6. Provides research and reference sources for municipal and community grant writing activities and/or for outside vendors such as architects involved in City development;
7. Responds to correspondence and inquiries for historical research, such as assisting genealogical investigations about City residents;
8. Corresponds with other historians and exchanges information;
9. Serves as liaison for non-profit and community history venues;
10. Lectures on topics of City history;
11. Provides periodic written reports to City officials and departments;
12. Collaborates with the Association of Municipal Historians of Niagara County and represents the City at periodic meetings of the Niagara County Legislature's Ad Hoc Historians Committee;
13. Serves on assigned boards.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and techniques of historical research and writing; good knowledge of local history; working knowledge of basic genealogical research methods; organizational skills; public speaking skills; ability to lecture and write about community history; ability to establish and maintain favorable contacts and relationships with the general public; ability to compile information; ability to prepare and present clear and concise oral and written reports; initiative and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.