

DEPARTMENT: TOWNS
CLASSIFICATION: NON-COMPETITIVE
APPROVED: AUGUST 14, 2020

DEPUTY TOWN HISTORIAN PART-TIME

DISTINGUISHING FEATURES OF THE CLASS: Assists the Historian in conducting research into and records the local history. Assists the Historian in achieving cooperative relationships with other historians for exchange of information. Assists with the supervision of the historical museum. Acts for the Historian in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists with performing research and recording of past and present events of historical interest;
2. Collaborates with historians to plan a unified pattern of collecting, reporting and preserving information of historical interest;
3. May direct museum tours for school children and lectures of local history;
4. Receives artifacts for the local museum and arranges their display;
5. Directs and participates in the preparation of material and literature for special events;
6. Aids in making periodic reports to the local authorities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Demonstrated interest in historical research; ability to acquire historical data from a wide variety of sources; ability to write of historical events in an interesting manner; ability to lecture on local history; ability to act as curator of a small museum; ability to secure the cooperation of others; good general intelligence and acumen; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.