

## CITY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves conducting research into and collecting and preserving materials relating to the history of City of Salamanca. The work is performed independently and requires individual initiative. A City 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consulting sources of information such as archives, court records, diaries, news files, and miscellaneous published and unpublished materials;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 City;
- Processes request 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 City, i.e. accepting artifacts, and processing papers pertaining to said artifacts;
- 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;
- May 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.

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; initiative; resourcefulness; an active interest in local history; 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. Pursuant to the New York State Arts and Cultural Affairs Law, Section 57.09, a City historian is appointed by the Mayor.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/23/19