

TOWN HISTORIAN

GENERAL STATEMENT OF DUTIES: Collects data, maintains records, writes and lectures on the history of the town; 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 town 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 newspapers and magazines;
- Collects books concerning history of the town;
- Assists in tracing lineage of town families by searching Bibles, scrapbooks, and cemetery records;
- Maintains scrapbooks and picture albums of town history;
- Gathers historical information and materials from old records, old books, and aged citizens;
- Writes and edits articles for publication concerning the town history;
- Gives lectures and informal talks before various groups;
- Answers correspondence and inquiries for historical data;
- Corresponds with other historians and exchanges information.

REQUIRED KNOWLEDGE, 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 ability to do the work.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION