

COUNTY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This is an appointed position that involves varied work performed by an individual who has interest in preserving, interpreting, presenting and promoting the history of Broome County. The incumbent advises County and local officials regarding the preservation of and access to public records and serves as liaison between the New York State Archives and Records Administration and local government agencies as well as the New York State Historian's office and local historians and government agencies. The work is performed under the supervision of the County Executive with wide leeway to exercise independent judgment in carrying out the details of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts research to add knowledge, understanding and appreciation of Broome County's history;
Collects, identifies and ensures the preservation of records of enduring historical value;
Advises municipalities, organizations, and individuals on information relating to history and historic preservation;
Acts as liaison with the State Archives and Records Administration Office on issues related to records management;
Documents and interprets records and documents to organize information and historical data and statistics;
Encourages the commemoration of county historic anniversaries and other civic and patriotic observances;
Advises fund raising and grant activities for historic programs;
Introduces and/or supports legislative initiatives for historic programs;
Presents the history of the county by writing, teaching, and by public and media presentations;
Represents Broome County in local, regional, and statewide professional activities as related to its history;
Continues to write county history.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local, regional, and New York State history;
Good knowledge of archival practice and research;
Ability to communicate effectively both orally and in writing;

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Ability to interact successfully with a wide spectrum of individuals;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to perform close, detail work involving considerable visual effort and strain;
Willingness to conduct public presentations;
Computer literacy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession on an equivalency diploma and two years of either paid or volunteer experience in collecting, compiling and reporting historical data, including conducting historical research and archival records work.

Note: Experience will not be pro-rated.

R1098 2/15/19
(Revised from #480 adopted 6/1/71)

EXEMPT