

COUNTY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This is moderately complex work involving a responsibility for maintaining and developing historical accounts and consequently is done at times and locations convenient to the appointee. The work is performed under the general direction or the County Executive.

TYPICAL WORK ACTIVITIES:

Collects and maintains written materials or significance to the development or the County;

Collects photographs or may photograph subjects or places of unusual interest;

Stimulates interest in historical developments by talks or lectures, displays or writings;

May collect, identify, label and store artifacts and other local products or handicrafts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English; ability to identify existing situations which may be of historical significance; aptitude and interest in developing historical references; ability to communicate effectively orally and in writing; ability to complete work with a high degree or accuracy; ability to work effectively with a variety of individuals and organizations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.