

Jurisdictional Class: Competitive; Non-Competitive when Part Time in City of Plattsburgh
Adopted: August 29, 1995
Revised: May 3, 2010

CITY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the recording of current events in the City of Plattsburgh, and the preparation and acquisition of records as to past events. The work is largely left to the individual initiative of the Historian and in accordance with policy. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares genealogy tables of early settlers;
Procures old documents, photographs, records;
Builds up historical library;
Furnishes aid to those in search of old records, local history, etc.;
Attends various current events and tabulates the same;
Participates in County, State, and National level historical organizations;
Takes census of service men and women;
Corresponds with other Historians on census and other records;
Lectures to school children and adults on local history;
Conducts tours of and presentations about the City's various historical assets;
Serves as an advisor for the City's Records Management Program.

FULL PREFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Knowledge of and genuine desire to contact sources of information;
Ability to contact people and secure their cooperation in adding to the historical records;
Ability to communicate both orally and in writing;
Ability to perform basic research and to prepare reports;
Ability to make independent decisions;
Familiarity with general history of the City.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma; or
- (b) Two (2) years of general clerical experience.