

ASSISTANT COUNTY HISTORIAN

DISTINGUISHING FEATURES OF THE CLASS: Work involves acting in support role to County Historian, including assisting with budget/fiscal responsibilities. Incumbent is usually an individual with particular interests and aptitudes for maintaining and developing historical accounts. Schedule and work locations are flexible. Supervision is not a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only).

Assists in the collection and maintenance of written materials of significance to the development of the County;
Assists with historical, genealogical and archival research;
Collects photographs or may photograph subjects or places of historical significance or interest;
Assists in the collection, identification, labeling and storing of artifacts and other local products or handicrafts;
Assists with outreach and public inquiry support for research, archived material requests, and other public relations activities;
Assists with public outreach and historical education through talks or lectures, displays or writings;
Develops public relations support materials such as brochures, event programs, flyers;
Develops, maintains and updates social media profile and outreach;
Assists Archivist with consultations and projects, as needed;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND

PERSONAL CHARACTERISTICS: Good knowledge of English; aptitude and interest in research and details of local history, and development and collection of historical materials and references; ability to recognize situations and materials which may be of historical significance; ability to communicate effectively orally and in writing; accuracy; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma, and three (3) years of clerical experience involving use of computers.