

COUNTY HISTORIAN / ARCHIVIST

DISTINGUISHING FEATURES OF THE CLASS:

This position carries out activities relating to the compilation, guardianship, and dissemination of information of historical significance to the County and to the general public; and is responsible for promoting local history through writing, public presentations and promotional projects. This position maintains and coordinates the department's Research Library and the County Archives and is responsible for the development of the collection. The County Historian is the Records Management Officer for the County and is responsible for administering and developing the Records Management Program. Work includes maintaining the County's Records Center and requires efficiency in research, storage, reduction, preservation, retrieval of records belonging to the County Departments and insures that records are maintained for the appropriate length of time in accordance with applicable records retention and disposition schedules. Supervision is exercised over the work of a History Research Assistant and Records Management Clerk. The County Historian provides leadership and direction for the Municipal Historians of the County. The work is performed under the general direction of the County Manager, with wide latitude allowed for the exercise of individual judgment and initiative. Does related work, as required.

TYPICAL WORK ACTIVITIES:

- Administers, supervises and maintains Research Library and County Archives;
- Develops and maintains a comprehensive Records Management Program;
- Updates and maintains policies and procedures for the Research Library, Archives and Records Management to improve access, physical care and storage of records;
- Maintains established storage, cataloging and filing systems for ease of document retrieval;
- Recommends, implements and aids in maintaining computerized systems for cataloging, inventorying and indexing records;
- Interprets and promotes history through research, writing, publications, programs, events, public presentations, exhibits and website development;
- Ensures the sound management and preservation of archival records and their availability for research;
- Supervises and maintains the Record Center for inactive record storage;
- Coordinates the continuous legal destruction of obsolete records through adoption and use of appropriate retention schedules;
- Coordinates and supervises the microfilming service;
- Prepares and administers grant applications and oversees grant projects;
- Directs and participates in the preparation of special events;
- Assist the general public, students and teachers with local history and research projects;
- Provides advice, direction, information and encouragement for Municipal Historians and historical agencies in planning and implementing collecting, reporting and preserving historical documents;
- Plans, directs and evaluates the work of assigned staff;
- Prepare and manages department budget;

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- Prepares special and annual reports;
- Attends regional and state sponsored and required training / workshops;
- Performs other related duties

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and techniques of preserving, indexing, cataloging and organizing historical records;
- Through knowledge of the methods and techniques of historical research and writing;
- Thorough knowledge of records management systems, methods and techniques;
- Good knowledge of the of state and local history;
- Good knowledge of the various types of records utilized and maintained in public offices;
- Good knowledge of the methods of production and distribution of informational materials;
- Working knowledge of archival principles, techniques and special requirements particularly in the area of preservation and storage of records;
- Working knowledge of NYS Records Retention and Disposition Schedules;
- Working knowledge of grant writing and overseeing grant regulations;
- Working knowledge of computers for storage of information and ability to maintain records on a computer database;
- Ability to communicate effectively, both orally and in writing;
- Ability to acquire historical data from a variety of sources;
- Ability to organize and file a large quantity of records efficiently and accurately;
- Ability to be accurate, organized, acute attention to details and resourceful;
- Ability to work effectively with others and independently;
- Ability to plan, coordinate and supervise the work of others;
- Ability to train employees in records management and archival procedures.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk, or hear and drive to various county buildings and other sites as needed. Also required to occasionally climb a ladder to reach stored materials.

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The employee must be able to manually lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

A. Possession of Master's Degree with a major in library science, history, geography, education or a closely related field of study;

OR:

B. Possession of a Bachelor's with a major in history, anthropology, geography, education, library science or a closely related field of study AND two (2) years of full-time, paid experience in a history department, county government office or related area of responsibility for the coordination Archival Records or Records Management.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

PART-TIME, PAID EXPERIENCE WILL BE PRO-RATED AS APPROPRIATE.

Non-Competitive Class

Adopted 2/18/77

Revised: 1/25/80, 5/21/97, 6/3/2014, 4/24/2024

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.