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TOWN HISTORIAN

GENERAL STATEMENT OF DUTIES: Collects data, writes and lectures on the history of the town; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the responsibility for preparing, acquiring and recording current and past events of historical importance in the town. The work includes research and consultation with persons interested in the history of the town. Supervision is general with wide leeway for the use of independent judgement and initiative.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Collects data concerning the history of the town and assembles them in logical order;
Writes and edits articles for publication concerning the town's past and present history;
Gives lectures to groups, students and the general public;
Offers advice and criticism to persons doing historical research;
Communicates with other town historians on matters of mutual interest;
Answers inquiries on town history;
Consults with teachers, students and other persons on matters concerning the history of the town.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Thorough knowledge of the methods and techniques of historical research and writing; thorough knowledge of local history; ability to write and lecture interestingly on historical documents and records; ability to make independent decisions; initiative; reportorial honesty; editorial skill; good powers of observation; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a standard senior high school or any equivalent combination of experience and training sufficient to indicate ability to do the work.

05/04/81