

HISTORIAN (PT) Tompkins County

Department: Various Agencies Throughout Tompkins County

Classification: Non-competitive

Labor Grade: 0

Approved: 2/23/75

Revised: 1/2023

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a senior high school or possession of a high school equivalency diploma

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Tompkins County Historian shall convene periodic meetings of the municipal historians and The History Center and shall provide consultation and leadership in assembling documents and information, presentation of programs, research projects, identification of sites of historical significance to Tompkins County, use of maps, research of cemetery locations and condition, deaccession of historic materials, and other topics deemed by the group to be appropriate. Supervision is general with wide leeway for the use of independent judgment. Does related tasks as required.

TYPICAL WORK ACTIVITIES:

- Collects data concerning the history of Tompkins County and assembles them in logical order;
- Writes and edits articles for publication concerning Tompkins County's past and present history;
- Lectures to groups on request;
- Offers advice and criticism to persons doing historical research;
- Corresponds with other historians and answers inquiries on Tompkins County history;
- Consults with teachers, students and other persons on matters concerning the history of Tompkins County;
- Convenes and supports monthly meetings of municipal historians;
- Chairs the Celebrations Grant Committee of the Strategic Tourism Planning Board;
- Chairs bimonthly meetings of the Tompkins County Historical Commission;
- Offers regularly scheduled office hours to the public in the Tompkins Center for History and Culture;
- Provides a written annual report to the Tompkins County Administrator and the New York State Historian

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the methods and techniques of historical research and writing;
- Good knowledge of local history;
- Ability to utilize Microsoft Office, social media, e-mail, and other forms of communication;
- Ability to write and lecture interestingly on historical documents and records;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.

Originally Created 2/23/1975

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