



Yates County Office of Civil Service  
 417 Liberty Street  
 Penn Yan, NY 14527

## NOTICE OF VACANCY

<b>COUNTY HISTORIAN</b>			
<b>Type of Appointment:</b>	Permanent	<b>Rate of Pay/Salary:</b>	\$24.07/hour
<b>Position Status:</b>	Part Time		
<b>Classification:</b>	Exempt		
<b>Location:</b>	County Office Building, Historian's Office	<b>Negotiating Unit:</b>	Non-Union
<b>Work Hours:</b>	Monday – Friday 17.5 hours a week *Flexible work hours8	<b>Contract Group:</b>	Not applicable
<b>Posted:</b>	November 15, 2017	<b>First Review of Applications:</b>	12/15/2017. Please include a cover letter that details your knowledge of Yates County and your resume.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for collecting and preserving documents, maps, photographs and other materials relating to the history of Yates County. The work also includes responsibility for documenting the history of Yates County as it develops. Incumbents also do research writing and public speaking about Yates County and act as a resource for the general public on ethnic, religious, genealogical, archaeological or other related information. Work is performed under the general direction of the County Board of Legislators. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Collects and preserves old documents, photographs and records;  
 Answers questions and does research pertaining to the history of Yates County;  
 Furnishes assistance to the public in search of historical information;  
 Speaks about Yates County history before civil groups;  
 Develops programs and educational projects in conjunction with area educational institutions and historical societies;  
 Prepares genealogy tables of early settlers;  
 Records current events for posterity;  
 Writes grant proposals as needed;  
 Scans and indexes various records;  
 Prepares an annual report to the County Board;  
 Performs other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of Yates County history;  
 Ability to coordinate the work of various historical societies and other groups on particular projects;  
 Ability to do historical research;  
 Ability to speak before the public;  
 Ability to prepare grant proposals;  
 Ability to communicate effectively, both orally and in writing;  
 Ability to make independent decisions;  
 Ability to deal effectively with the public;  
 Ability to operate computer equipment;  
 Initiative;  
 Tact;  
 Courtesy;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) Experience in the research and collection of historical records.

**NOTE:**

Verifiable part time and/or volunteer experience will be prorated toward meeting full time experience requirements.

**TO APPLY:**

To apply, please visit <https://mycivilservice.yatescounty.org/>