PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY FOR THE FOLLOWING APPOINTMENT OPPORTUNITY:

County Administrator's Office

Historian

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work performed by an individual with training, experience, and interest in preserving local history and a particular aptitude for interpreting and promoting the history of Otsego County. The position is governed by the New York State Historians Law, Arts and Cultural Affairs Law, §57.07 Local Government Records Law, Article 57-A, §1; County Law, § 400. The work is defined by four state-defined responsibilities which include research and writing; teaching and public presentations; historic preservation; and organization, advocacy, and tourism promotion. Work is performed under the supervision of the County Administrator. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Collects, preserves, and interprets all materials and records pertaining to county history including but not limited to books, photographs, maps, magazines, newspapers, microfilm, and military and biographical records;
- Develops, maintains, and supervises a comprehensive records management system for subject files, archives, records, and databases to be used for research, historical, and future generation purposes;
- Updates and maintains policies and procedures for historical library, archives, and records;
- Initiates, plans, organizes, coordinates, and implements programs related to County history in cooperation with local government historians, historical and preservation agencies, schools, and other community agencies;
- Promotes history through research, writing, publications, programs, events, presentations, exhibits, and website development;
- Organizes and directs commemorations of historical anniversaries;
- Prepares and administers grant applications and fund raisers and ensuing projects;
- Acts as a resource for schools, community organizations, other local historians, and the public;
- Supervises the activities of town and village historians within the county;
- Acts as a liaison between state and local historians;
- Presents an annual report to Board of Representatives of important occurrences within the county;
- Performs other duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of principles and techniques in preserving, indexing, cataloging, and organizing historical data; thorough knowledge of records management systems; good knowledge of local and state history; good knowledge of NYS records retention and disposition schedules; working knowledge of grant writing and regulations; working knowledge of historical research and writing techniques; ability to communicate effectively both in writing and orally; ability to organize large amounts of data accurately and efficiently; ability to acquire historical data from a variety of sources; ability to organize, plan, and execute programs and events.

MINIMUM QUALIFICATIONS: Either:

(a) Associate's degree or higher including some concentration in history or a related field, and minimum of two (2) years' experience, paid or volunteer, in an historical agency, museum, preservation organization, archive, historical records repository or history library, as a local government historian, in an educational institution or other public setting involving history, or in research and historical writing; OR

(b) Graduation from high school or possession of a high school equivalency diploma and at least four (4) years' experience, paid or volunteer, in an historical agency, museum, preservation organization, archive, historical records repository or history library, as a local government historian, in an educational institution or other public setting involving history, or in research and historical writing; OR

(c) An equivalent combination of training and experience as indicated in (a) or (b) above.

Note: Successful completion of coursework in history or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for up to one-half (1/2) of the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience.

If your degree was awarded by an educational institution outside of 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.

CLASSIFICATION: Non-Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov

Dated: November 2, 2026