

Town of Richmond – Part- Time vacancy
Salary \$125 quarterly

ASSISTANT TOWN HISTORIAN

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, or higher.

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Town Historian with the operation of a local historical museum and the collection, preservation, cataloguing, and interpretation of materials relating to the history of the Town. The incumbent assists with coordinating and training volunteer docents, maintaining historical records and artifacts, and providing information to the public regarding local history. The work is performed under the general supervision of the Town Historian or other designated Town Official, with leeway allowed for the exercise of independent judgment in carrying out day-to-day activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates volunteer docents and schedules coverage when the museum is open;
Trains volunteer docents in museum procedures, exhibits, and local historical information;
Assists in overseeing the daily operation of the museum during public hours;
Catalogues, indexes, and maintains historical documents, records, photographs, and artifacts;
Assists with preserving and organizing archival and historical materials;
Receives, organizes, and arranges donated historical materials and artifacts for display or storage;
Assists the public with requests for historical and genealogical information;
May conduct research relating to local history and prepares historical summaries or reports;
Assists in planning and maintaining historical displays and exhibits;
May assist with tours, lectures, educational programs, and community events related to local history;
May perform clerical duties related to museum and historical operations, including record keeping and correspondence, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods and techniques used in maintaining historical records and materials;
Good knowledge of practices used in cataloguing and maintaining historical records and artifacts;
Working knowledge of local history research methods and resources;
Working knowledge of museum or archival practices;
Ability to organize and maintain historical materials and records;
Ability to train and coordinate volunteers;
Ability to communicate effectively in English both orally and in writing;
Ability to establish and maintain effective working relationships with volunteers, community organizations, and the public;
Ability to maintain accurate records;
Initiative; Dependability; Good judgment; Tact and Courtesy;
Physical condition commensurate with the demands of the position.

APPROVED: JUNE 4, 2026

CIVIL SERVICE CLASSIFICATION: FULL-TIME – COMPETITIVE
PART-TIME – COMPETITIVE (ALL OTHER TOWNS)
PART-TIME – NON-COMPETITIVE (TOWN OF RICHMOND –
Pending Jurisdictional Classification (PJC) by NYS CSC)

JURISDICTIONS: TOWNS
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES