Town of Richmond
2026 Starting rate: $359.75 paid quarterly

TOWN OR VILLAGE HISTORIAN (PART-TIME)

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma; or

2. One year of full-time paid clerical experience involving research duties and responsibilities; or

3. An equivalent combination of training and experience as described above.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for research and preparation of records on past events and the recording of present happenings for posterity. A general program may be outlined by the village board but wide leeway exists for the use of independent judgment in carrying out the details; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Clips dates, mounts and filed articles from newspapers and magazines;
Collects books concerning history of the village;
Assists in tracing lineage of village families by searching Bibles, scrapbooks and cemetery records;
Maintains scrapbooks and picture albums of village history;
Gathers historical information and materials from old records, old books and aged citizens;
Writes and edits articles for publication concerning the village history;
Offers advice and criticism to persons engaged in historical research;
Endeavors to interest young people in community history;
Gives lectures and informal talks before various groups;
Answers correspondence and inquiries for historical data;
Corresponds with other historians and exchanges information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and techniques of historical research and writing; good knowledge of local history; ability to lecture and write about community history; ability to establish and maintain favorable contacts and relationships with the general public; initiative and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

APPROVED: AUGUST 14, 1981
CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE