

TOWN OF POUND RIDGE JOB DESCRIPTION

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| <i>Job Title:</i> | Town Historian | <i>Department:</i> | Historian |
| <i>Reports to:</i> | Town Board | <i>Civil Service Classification:</i> | Unclassified |
| <i>Bargaining Unit:</i> | Non-Union | <i>Employment Status:</i> | Appointed / Part-Time |

JOB SUMMARY

Responsible for compiling historical information and data, and the maintenance of records concerning the history of the Town of Pound Ridge. This includes research and consultation functions for and with persons interested in Town history. This work is performed under general supervision by the Town Board with wide leeway for the use of independent judgement. Does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Act as liaison between the Pound Ridge Historical Society and the Landmarks & Historic District Commission with regular attendance at all meetings, providing verbal status reports; and regularly connecting Commission leadership and PRHS board and officers;
- Research, write and edit articles for publication concerning the Town's history;
- Collect data and documents concerning the history of the Town of Pound Ridge and assembles them into logical order;
- Respond to requests for information concerning the Town's history, and act as a consultation or advisor on research studies related to the Town of Pound Ridge;
- Act as a liaison, as necessary, with Westchester County government, the New York State Historic Preservation Office, and the National Registry of Historic Places, as well as with other town historians in the county and region;
- Upon request, give lectures to students, and other interested groups.

SUPERVISORY RESPONSIBILITIES

The Town Historian does not have any supervisory responsibilities.

MINIMUM QUALIFICATIONS:

Either:

- (a) Graduation from high school or possession of a high school equivalency diploma; or
- (b) Two years of experience doing research or keeping records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, grasp, or feel reach with hands and arms, and is subject to repetitive motions of the wrists, hands, and/or fingers. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk and crouch.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

EMPLOYER’S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable supervisor, Town Supervisor and/or the Town Board.
- This job description is intended for the internal use by the Town of Pound Ridge and does not replace the job specification that has been adopted by the Westchester County Civil Service Department.
- This job description does not create a contract of employment, express or implied.

EMPLOYEE’S CONFIRMATION

I have read and received a copy of this job description.

Employee Signature

Print Name

Date