

Job Description

Town of Lee Historian

The duties of the Town of Lee Historian include:

- **responsibility for preparing,acquiring,and recording past and current events and materials of historical importance to the Town of Lee**
- **research and consultation with persons or groups interested in the history of the Town of Lee**
- **cataloging and preservation of documents, artifacts, and materials donated to the Town of Lee historian in a logical fashion**
- **reporting as needed to the Lee Town Board on the status of collection and needs of the historian**
- **each August, submit to the Town Board a budget request for the next fiscal year**
- **each December submit a brief summary of the historians activities to the Lee Town Board**
- **seek out and apply for pertinent grants related to preservation of historical records and artifacts**

Typical work activities include

- **collecting, cataloging preserving and displaying in a logical fashion Town of Lee historical materials**
- **write and edit articles for publication (at Town expense) relating to Town of Lee history**
- **lecture to students, schools and community groups on Town of Lee history**
- **offer advice and criticism to persons doing historical research**

- **consult with other town historians and the Oneida County and New York State Historical Associations as needed**
- **answer inquires on Town of Lee History**

Required Knowledges, Skills, and Abilities

- **working knowledge of historical research and writing**
- **working knowledge of local and regional history**
- **ability to write and lecture on documents and records**

Minimum Requirement – graduation from high school or possession of a high school equivalency diploma