

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3725

TITLE: ASSISTANT HISTORIAN

GRADE: S-15

DEFINITION:

Under supervision, provides specialized support in the areas of museum sales, museum collections, volunteer coordination, event planning, interpretive programs and other routine operations.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Historian differs from the Historian I in that the Assistant Historian provides specialized support to professional historian staff, whereas the Historian I performs professional work in the preparation and presentation of interpretive programs at a historical site, or in the oversight of the historical collections at a historic site, or in the research and technical services associated with the preservation and operation of a historic site.

ILLUSTRATIVE DUTIES:

Assists with the daily operations at historic sales shops, including inventory control and marketing activities;
Assists with preparation of administrative reports;
Assists with maintenance of historic collections records, preparation of exhibits and care and storage of historic collections;
Provides administrative assistance related to management of site-specific special events, such as marketing, contracts, purchase orders, staff and volunteer recruitment;
Assists with the presentation of interpretive programs, lectures and activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of American and regional history;
Knowledge of the care and inventory of historical artifacts;
Knowledge of accounting and inventory procedures;
Ability to prepare administrative reports;
Ability to develop and implement work and program plans;
Ability to communicate effectively, both orally and in writing;
Ability to maintain effective working relationships with staff and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from high school or G.E.D. issued by state department of education, preferably supplemented by college level courses in American history, American studies, English, social studies or a related field; PLUS
Three years of related experience as applicable to the position (i.e. merchandising, collections records management, volunteer coordination, special events planning).

CERTIFICATES AND LICENSES:

None.

REVISED: March 17, 2004
ESTABLISHED: June 1, 1987