

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

HISTORIAN

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments involving the study, preservation, analysis, interpretation, and presentation of Michigan history and historical artifacts, records, and sites at a museum, historical site, archives, publication office, or historical site preservation office.

There are four classifications in this job.

Position Code Title – Historian-E

Historian 9

This is the entry level. As a trainee, the employee carries out a range of professional historian assignments while learning the methods of the work.

Historian 10

This is the intermediate level. The employee performs an expanding range of professional historian assignments in a developing capacity.

Historian P11

This is the experienced level. The employee performs a full range of professional historian assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Historian-A

Historian 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Develops and presents tours, lectures and demonstrations; provides information and assistance to researchers and other professional historians.

Participates in the accessioning and exhibition of historical artifacts and primary records of permanent value.

Initiates primary sources research for exhibits, and prepares and oversees installation of museum exhibits; writes storylines for exhibits.

Performs independent research to evaluate the origin, authenticity, heritage, and esthetic, archival and historical value of documents, artifacts and historic sites, and makes recommendations regarding their preservation or disposition.

Researches primary and secondary sources of historical data to verify accuracy of information and to gather information for articles.

Writes and designs features, articles, brochures, and books for publication.

Plans and develops museum education programs, utilizing a variety of educational methods and techniques, to build museum visitors' appreciation of aspects of Michigan history.

Writes, produces, and/or oversees preparation of audio-visual and other educational materials dealing with aspects of Michigan history for use by teachers and other educators.

Organizes and conducts seminars and workshops on the management and preservation of public records.

Works with local historical societies, local organizations, and local governments to encourage the identification, assessment, designation, protection, preservation, and restoration of historic sites.

Coordinates state and federal grant-in-aid programs that provide site preservation and restoration monies.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Historian 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Historian 12 (Senior Worker)

Performs on a regular basis professional historian assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the methods of historical research.

Knowledge of historiography.

Knowledge of the proper techniques for handling, caring for, evaluating and preserving historical artifacts.

Knowledge of the methods and procedures of accessioning and cataloging museum artifacts.

Knowledge of environmental review procedures as they relate to cultural resource preservation.

Knowledge of procedures and processes involved in editing, layout, and printing of publications.

Knowledge of methods and techniques utilized in museum education or history appreciation programs and activities.

Knowledge of American architectural styles and history.

Knowledge of archival principles, concepts and practices relating to arrangement and description of records.

Knowledge of primary sources of regional historical research materials.

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Knowledge of the National Register of Historic Places program.

Knowledge of Michigan history.

Knowledge of community preservation organizations.

Ability to conduct, synthesize, and interpret historical research.

Ability to write articles for publication in professional journals.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Historian 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some travel is required.

Physical Requirements

None.

Education

Possession of a master's degree in history, art history, museum studies, anthropology, American Studies, architectural history, historic preservation, or archival management.

Experience

Historian 9

No specific type or amount is required.

Historian 10

One year of professional experience involving the study, preservation, analysis, interpretation, and preservation of history, historical artifacts, records, and sites equivalent to an Historian 9.

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Historian P11

Two years of professional experience involving the study, preservation, analysis, interpretation, and preservation of history, historical artifacts, records, and sites equivalent to an Historian, including one year equivalent to an Historian 10; or, three years of professional experience recording, preserving, and presenting Michigan history, historical artifacts, records, and sites at a museum, historical site, archives, publication office, or historical site preservation office equivalent to a History Specialist 10.

Historian 12

Three years of professional experience involving the study, preservation, analysis, interpretation, and preservation of history, historical artifacts, records, and sites equivalent to an Historian, including one year equivalent to a Historian P11.

Special Requirements, Licenses, and Certifications

Applicants will be appointed only to positions in areas for which their experience and education is appropriate.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
HISTORIAN

Job Code Description
Historian

Position Title
Historian-E
Historian-A

<u>Position Code</u>	<u>Pay Schedule</u>
HISTORNE	W22-016
HISTORNA	W22-043