

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

HISTORY SPECIALIST

JOB DESCRIPTION

Employees in this job complete or oversee a variety of professional assignments involving the recording, preservation, and presentation of Michigan history, 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 – History Specialist-E

History Specialist 9

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

History Specialist 10

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

History Specialist P11

This is the experienced level. The employee performs a full range of professional history specialist 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 – History Specialist-A

History Specialist 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

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position are included, nor is it expected that all positions will be assigned every duty.

Presents tours, lectures, and demonstrations; provides information and assistance to visitors.

Prepares reference aids such as accession lists, indexes, guides, abstracts, bibliographies, historic site inventories, and other descriptive materials.

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

Coordinates and schedules activities of tour guides, and acts as a resource regarding the historical and esthetic value and background of exhibits.

Participates in the cataloging, preservation, and utilization of documents, artifacts and historic sites.

Researches and evaluates the origin, authenticity, heritage and esthetic archival and historical value of documents artifacts and historic sites, and makes recommendations regarding their preservation.

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

Assists in the research and participates in the planning and installation of museum exhibits.

Writes story lines for exhibits, texts for historical markers, and prepares audio-visual or other educational materials dealing with aspects of Michigan history.

Participates in the accessioning and exhibition or storage of historical artifacts.

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

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

Performs related work as assigned.

Additional Job Duties

History Specialist 12 (Lead Worker)

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

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History Specialist 12 (Senior Worker)

Performs on a regular basis professional history specialist 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 historical research methods.

Knowledge of historiography.

Knowledge of document conservation techniques and practices.

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

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

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

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

Knowledge of architectural styles and history.

Knowledge of archival principles.

Knowledge of the National Register of Historic Places program.

Knowledge of Michigan History.

Knowledge of community preservation organizations.

Ability to conduct and record directed historical information.

Ability to write summaries of historical information.

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

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Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

History Specialist 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

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

Experience

History Specialist 9

No specific type or amount is required.

History Specialist 10

One year of professional experience involving the recording, preservation, and presentation of history, historical artifacts, records, and sites equivalent to a History Specialist 9.

History Specialist P11

Two years of professional experience involving the recording, preservation, and presentation of history, historical artifacts, records, and sites equivalent to a History Specialist, including one year equivalent to a History Specialist 10.

History Specialist 12

Three years of professional experience involving the recording, preservation, and presentation of history, historical artifacts, records, and sites equivalent to a History Specialist, including one year equivalent to a History Specialist P11.

Special Requirements, Licenses, and Certifications

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

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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
HISTORSPL

Job Code Description
History Specialist

Position Title
History Specialist-E
History Specialist-A

Position Code
HISTRSPE
HISTRSPA

Pay Schedule
W22-008
W22-041

ECP Group 2
Revised 6/1/06
TeamLeaders