

**DESCRIPTION:** Under limited supervision, conducts information gathering through professional research of all areas of historical study to analyze, record and interpret the past and document and disseminate findings through various media sources; performs related work as assigned.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Performs complex historical research and publishes or presents findings and theories utilizing appropriate media sources based upon target audience.

Gathers historical data from sources such as archives, court records, diaries, news files, photographs, etc. as well as collects data sources such as books, pamphlets and periodicals to establish facts and historic importance.

Conducts field research to solicit, locate, identify, select and document historic objects and artifacts as they relate to Nebraska history.

Organizes data collected through extensive research to analyze and interpret its authenticity and relative historic significance.

Researches, writes, publishes or edits papers, articles, catalogs, pamphlets, brochures, periodicals and other materials on regional, state and local history to be shared with scholars, other historical organizations and the public; provides research results and interpretative information for publication, exhibition and/or educational programs.

Participates in speaking engagements for various interest groups, organizations and clubs to promote the activities of the Historical Society and establish and strengthen external partnerships.

Prepares articles pertaining to Nebraska and Midwestern history for print in periodicals published by the Historical Society.

Seeks financing options, including grants, to obtain sufficient funding to support identified research project(s). Monitors project budgets and ensures activities are performed within the resources available.

May serve as lead worker to interns and other staff in coordinating the logistics and completion of special projects.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: American, Midwestern and Nebraska history; historical events and their causes and effects on civilizations and cultures; primary and secondary research methods applicable to the study of historical and cultural resources; principles, practices and techniques used in historical research; writing standards for professional report writing and publication; English language and word usage; historical events and their causes and effects on civilizations and cultures; principles, practices and techniques used in historical research; resource allocation; coordination of people and resources.

A39960 – HISTORIAN/RESEARCH (continued)

Ability to: make generalizations and draw valid conclusions based on evidence relating to historical context; communicate effectively both orally and in writing to a variety of audiences; deal effectively and sensitively with people to obtain oral histories and to verify events; write comprehensive historical reports to professional and publication standards; advise on historic significance of individual objects; plan and manage a project; communicate effectively both orally and in writing to a variety of audiences; use logic to identify alternate solutions and conclusions to problems; understand and interpret laws and regulations encountered during research; schedule project deadlines and monitor project costs within a budget; lead others through projects; monitor and assess work performance.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in history, anthropology, museum studies or other related field and experience in historical research and editing.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA). FLSA regulations state positions cannot be exempted based on job title; rather the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.