

## HISTORIAN

### NATURE OF WORK IN THIS CLASS

Performs the historical activities and functions of the Guam Preservation Plan.

### ILLUSTRATIVE EXAMPLES OF WORK *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Conducts field research on historical sites; documents findings; prepares and submits national register nominations.

Conducts and/or coordinates the research and development of new or improved methods and techniques of storage and preservation of valuable documents and records.

Coordinates historical preservation with other government of Guam and federal agencies by providing research data and information of historical significance.

Maintains Guam's eligibility for historical preservation grants.

Facilitates and coordinates the acquisition of manuscripts; edits manuscripts; and coordinates the preparation of specifications for printing and binding of publications.

Maintains records and prepares reports.

Performs related work as assigned.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, methods, and techniques of historical preservation.

Knowledge of pacific oceanic history and cultures especially of Guam and Micronesia.

Ability to coordinate and implement a comprehensive historical preservation program.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING**

- A Two (2) years of experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution and graduation from a recognized college or university with a graduate degree in history or closely related field; or
- B Three (3) years of experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution and graduation from a recognized college or university with a bachelor's degree in history or closely related field.

<b>ESTABLISHED:</b>	<b>JULY 1980</b>		
<b>AMENDED</b>	<b>MAY 2001</b>		
<b>PAY GRADE:</b>	<b>M</b>		
<b>HAY EVALUATION:</b>	<b>KNOW HOW:</b>	<b>E12</b>	<b>200</b>
	<b>PROBLEM SOLVING:</b>	<b>E3 (33%)</b>	<b>66</b>
	<b>ACCOUNTABILITY:</b>	<b>E1C</b>	<b>76</b>
			<b>342</b>

This standard revises and supercedes the standard established JULY 1980.



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**LUIS R. BAZA**  
**Executive Director**  
**Civil Service Commission**