

**OPPORTUNITY NOTICE
(Appointment)**

CITY OF HUNTINGTON BEACH “CITY HISTORIAN”

**Application Deadline: August 6, 2007 at 5:00 PM – City Clerk’s Office
2000 Main Street, 2nd Floor, Huntington Beach, CA 92648
(Application available in City Clerk’s Office or
http://www.surfcity-hb.org/ElectedOfficials/CityClerk/City_Historian/)**

One position: 2nd Floor, City Hall

Purpose: The City Historian assists the public, media and government in historical research and teaches regional history through lectures and publications.

Duties Summary: Under general supervision of the City Clerk, the City Historian collects, manages, maintains, digitizes, and permits reproduction of historical photographs or photographic files of the city for use by its citizens and other interested parties. The Historian also collects and maintains original and reprinted city documents, maps, books, and related publications. The Historian may write articles and give presentations on the city’s history.

Examples of Essential Duties: Collects, identifies, and maintains city historical photographs, manages photographic files and documents. Conducts photo searches for city department staff and the public such as the Chamber of Commerce, the Fourth of July Parade committee, Bella Terra activities, Pacific City, Shipley Nature Center, the city’s 100th Parade anniversary celebrations.

Optional duties may include update and issuance of the “Huntington Beach History Book” and coordination and issuance of “History Notes.” The Historian may also develop and prepare reports and databases for special projects such as photo collection, photo scanning and identification. Develop methods to utilize historical photographs for revenue. As needed, secure copies of photographs for requestors. Search city newspapers for pertinent historical articles and files them in the numeric file. May prepare historically interesting articles for publications and give presentations on the city’s history to audiences. Replies to interview requests regarding the city’s history. Determines best method of photo loans: downloading from website; reproducing originals; allowing requestors to remove photos for reproduction.

Term: Four-year term, renewable with City Council approval.

MINIMUM QUALIFICATIONS

Knowledge of: Good language and writing skills including grammar and spelling. Ability to write clearly and concisely and to proofread such work. Effective communication and customer service principles and practices.

Ability to: Utilize general office equipment such as telephone, fax, printers, copiers and computers; research issues, compile data and prepare a report of findings.

Experience: A working knowledge of the city and its history, as demonstrated through an original, written essay.

Requirements: Local residency for a minimum of five years.

Physical Tasks & Environmental Conditions: Work involves light to moderate work in an office setting.