

### Class Concept

This is supervisory and managerial work in directing the projects and activities of the unit of professionals that provides historical research for the Division of Archives and History. Under administrative direction of the Director of the Division of Archives and History, employee oversees the research of the other professionals in the unit and performs the research for the more sensitive inquiries referred by the director. Work involves the establishment of standards for research and documentation by the unit, coordination of project needs with administrators of the sections in the division, and the establishment and development of communications between researchers to promote and further discussions of research sources and findings. Employee performs related duties as required.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of North Carolina and American history.
- Thorough knowledge of primary and secondary reference sources and historical materials, laws, legislative journals, and documents of the state of North Carolina and the use of such materials.
- Ability to gather historical facts, analyze and verify their importance and significance, and to document therefrom.
- Ability to communicate effectively in oral and written form.
- Ability to direct and supervise other professional researchers.
- Ability to develop and maintain effective working relationships.

#### Minimum Education and Experience

Master's degree in history from an appropriately accredited institution and four years of progressive experience in a historical agency that has included significant research experience; or

Bachelor's degree in history from an appropriately accredited institution and five years of progressive experience in a historical agency that has included significant research experience; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.