



WASATCH COUNTY HISTORIAN
Position Framework
07/21/2026

Purpose – Why This Position Exists

Wasatch County is experiencing rapid growth and change. As communities evolve, important government records, family collections, photographs, oral histories, and local traditions can be lost unless they are intentionally identified, documented, preserved, and shared. The County Historian provides professional leadership to ensure that the county's historical memory is protected while making local history accessible and meaningful for future generations.

Professional Functions (Roles)	Archivist – preserves records.
	Public Historian – interprets history for the public.
	Historical Records Advisor – helps government departments determine what should be kept and how.
Mission	To ensure that Wasatch County's history is identified, documented, preserved, and shared for the benefit of current and future generations.
Vision	When someone discovers photographs, diaries, maps, or family stories that should be preserved, their first thought should be: "Call the County Historian."
Motto	Identify. Preserve. Connect. Share.
Guiding Principles	Serve as Wasatch County's leading advocate and resource for historical preservation and local heritage.
	Champion the preservation, documentation, and appreciation of Wasatch County's history.
	The County's chief steward of historical knowledge.



Work Domains

Domain 1	Domain 2	Domain 3
Government Historical Stewardship	Community Heritage Leadership	Public History & Education
Identify & Preserve • county records • photographs • oral histories • digital materials • maps • government history	Connect • organizations • researchers • citizens • families • volunteers • schools • municipalities	Share • exhibits • programs • publications • oral histories • training • community engagement

Domain 1 — Government Historical Stewardship

Responsibilities include:

- advising departments on historically significant records
- identifying materials with permanent historical value
- developing preservation standards
- coordinating digitization
- working with IT regarding long-term digital preservation
- helping departments transfer historical records
- maintaining historical collections
- This is not records management: The County Clerk, Recorder, IT Department, and legal counsel already have statutory responsibilities for official government records.

The Historian is the historical advisor who asks, "When this project is over... what will future generations wish we had saved?"

Domain 2 — Community Heritage Leadership

The County Historian – a Historical Navigator – serves as a collaborator rather than the sole repository of local history, strengthening and supporting the work of historical societies, museums, libraries, municipalities, educational institutions, and community organizations throughout the Wasatch Back. Responsibilities in this domain include actively connecting with organizations, researchers, families, and community partners, like:

- museums
- historical societies
- Daughters of Utah Pioneers
- Sons of Utah Pioneers
- Utah Historical Society
- county departments
- city governments
- tribal organizations
- family historians
- genealogical groups



- churches
- schools
- preservation organizations
- Wasatch CAPS students
- local authors
- photographers
- ranching families
- longtime residents

The.County.Historian.does.not.replace.museums?.historical.societies?.libraries?.or.local.historians.– .The.County.Historian.strengthens.them;

Domain 3 — Public History & Education

Responsibilities include planning, coordinating, organizing:

- oral history projects
- exhibitions
- lectures
- America250 programming
- workshops
- Memory Station training
- community scanning days
- cemetery walks
- historic walking tours
- podcasts
- YouTube videos
- local history collections
- school partnerships
- digital exhibits
- Building Historical Capacity: The County Historian is not the individual who personally interviews every elderly resident. Instead, they create a community where many people know how. Some of these activities include:
 - train volunteers
 - develop oral history toolkits
 - teach interview techniques
 - create digitization standards
 - coordinate community projects
 - mentor students
 - recruit interns
 - build partnerships

Defining Success for this Position

Success is not measured by how many historical items are collected. Success is measured by how effectively the community's historical memory is preserved and shared.



SUCCESS IS NOT	Collecting historical things
SUCCESS IS	Preserving the community's historical memory: • Sometimes that means collecting. • Sometimes it means connecting people to another organization. • Sometimes it means training. • Sometimes it means documenting an event before it disappears. • Sometimes it means simply knowing whom to call.

Final Considerations

The County Historian position should be conceived less as a librarian with historical responsibilities and more as the chief steward of Wasatch County's historical infrastructure.

In other words, the position isn't simply responsible for doing history. It's responsible for building and sustaining the systems that ensure history will continue to be preserved long after today's projects are complete.

END of Wasatch County Historian position framework.

Created with the assistance of an AI tool and reviewed by Wasatch County HR.

EMPLOYMENT ANNOUNCEMENT

Wasatch County Library seeks full-time County Historian. Grade N - \$79,352-\$85,446 plus competitive benefits package. This position works 40 hours per week, which may include evening and weekend hours. Position works under the general supervision of the Library Director or Assistant Library Director, performs duties as the County's official historical preservation officer and public history professional. Position requires equivalent to a bachelor's degree from an accredited college or university in History, Archival Studies, Anthropology, Historic Preservation, Information Science, or a closely related field and Two (2) years of progressively responsible experience in archives, museums, libraries, historical preservation, records stewardship, genealogy, oral history, or a related professional field. Complete job description and position framework are available online at: <https://wasatchcounty.applicantpro.com/jobs/> A cover letter with Resume must be submitted online at by Friday, August 7, 2026. Wasatch County is an EOE.

WASATCH COUNTY JOB DESCRIPTION

TITLE: County Historian
GRADE NUMBER: N - \$79,352-\$85,446
EFFECTIVE DATE: July 2026
DEPARTMENT: Library

JOB SUMMARY

The County Historian is the official historical preservation officer and public history professional responsible for preserving, documenting, interpreting, and promoting the history and heritage of Wasatch County. This position serves as the County's chief steward of historical knowledge by providing leadership in historical records stewardship, community heritage preservation, and public history education. Under the direction of the Library Director or Assistant Library Director the County Historian collaborates with county departments, municipalities, historical organizations, educational institutions, community groups, and the public to identify, preserve, and share historical resources for the benefit of current and future generations.

The County Historian serves as a historical advisor to county government, a community resource for historical preservation, and a public educator who develops partnerships, programs, and initiatives that strengthen the preservation and appreciation of Wasatch County's history.

ESSENTIAL FUNCTIONS

Government Historical Stewardship & Records Preservation

- Serves as the County government's historical records advisor by assisting county departments in identifying historically significant records, documents, photographs, maps, and other materials with permanent historical value; develops recommendations and best practices for preserving historical records in cooperation with county

departments and information technology staff; coordinates historical digitization projects; assists with the transfer, organization, and preservation of historical collections; promotes long-term preservation of both physical and digital historical materials; understands that statutory records management responsibilities remain with the appropriate county offices while providing guidance regarding historical value and preservation.

Community Heritage Leadership & Partnerships

- Serves as Wasatch County's Historical Navigator by building collaborative relationships with museums, historical societies, municipalities, educational institutions, genealogical organizations, preservation groups, tribal organizations, local historians, community organizations, and interested citizens throughout the Wasatch Back; promotes cooperative preservation efforts; assists individuals and organizations in locating appropriate historical resources; encourages documentation of community history; identifies opportunities for collaborative projects; advocates for the preservation and appreciation of local history while strengthening the work of existing historical organizations.

Public History, Education & Interpretation

- Develops, coordinates, and conducts programs that increase public awareness and appreciation of Wasatch County history; plans lectures, exhibits, workshops, oral history projects, community scanning days, walking tours, educational presentations, and other public programs; provides training in the use of digitization equipment and historical preservation techniques; develops digital exhibits and educational resources; promotes community participation in documenting local history; assists schools, civic organizations, and community groups with local history initiatives.

Oral History & Historical Documentation

- Plans and coordinates oral history initiatives documenting the experiences of longtime residents and community members; develop oral history standards, interview guides, and training materials; trains volunteers and community members in oral history techniques; coordinates the collection, organization, preservation, and public accessibility of oral history collections; encourages documentation of significant contemporary events before valuable historical information is lost.

Public Service & Community Outreach

- Provides outstanding public service by responding to inquiries regarding Wasatch County history and historical resources; assists researchers, students, government officials, and members of the public seeking historical information; represents the County and Library at community meetings, preservation events, educational activities, and public programs; develops partnerships that expand historical preservation opportunities throughout the county.

Grant Development & Project Coordination

- Researches grant opportunities supporting historical preservation, digitization, oral history, and educational initiatives; assists with grant writing and project administration as assigned; coordinates historical preservation projects involving volunteers, interns,

contractors, consultants, and community partners; maintains project documentation and evaluates project outcomes.

Professional Development

- Maintains membership in appropriate professional organizations such as the Society of American Archivists, American Association for State and Local History, Utah Historical Society, Utah Library Association, or related organizations; attends conferences, workshops, webinars, and continuing education opportunities related to archives, public history, historical preservation, oral history, digital preservation, records stewardship, and emerging technologies; remains informed regarding professional standards and best practices.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of archival principles, historical research methods, and accepted practices for preserving physical and digital historical materials.
- Knowledge of local, state, and regional history, or the ability to acquire such knowledge rapidly.
- Knowledge of oral history methodologies, digitization standards, metadata, and digital preservation principles.
- Ability to organize, evaluate, and preserve historical records and collections.
- Ability to establish and maintain collaborative working relationships with county departments, municipalities, educational institutions, historical organizations, volunteers, and members of the public.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to develop and deliver engaging educational programs and public presentations.
- Ability to coordinate multiple projects while maintaining attention to detail and meeting deadlines.
- Ability to recruit, train, and coordinate volunteers and interns.
- Ability to conduct historical research using both traditional and digital primary and secondary resources.
- Ability to prepare reports, grant applications, policies, procedures, and historical documentation.
- Proficiency with standard office software and familiarity with digital asset management systems, scanning technologies, and content management platforms.
- Ability to work independently while contributing effectively within a collaborative team environment.
- Commitment to outstanding public service and the ethical stewardship of historical resources.

MINIMUM QUALIFICATIONS

Equivalent to a bachelor's degree from an accredited college or university in History, Archival Studies, Museum Studies, Anthropology, Historic Preservation, Information Science, or a closely related field and Two (2) years of progressively responsible experience in archives, public history, museums, libraries, historical preservation, records stewardship, genealogy, oral history, or a related professional field.

WORK ENVIRONMENT

Incumbent of the position performs in a typical office setting with appropriate climate controls. Occasional offsite events require work performed for sustained periods outdoors in hot, cold, or inclement weather. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds. Use tools and equipment requiring a high degree of dexterity. Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Disclaimer: This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.