

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

ARCHIVAL PROGRAMS ADMINISTRATOR

Position Code: K0530

DISTINGUISHING FEATURES OF THE CLASS

Subject to management approval, performs highly responsible professional and administrative archival work in the administration, direction and evaluation of a major program component including multiple program functions at the Illinois State Archives; serves as consultant to the Director in the development of archival programs and services.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, directs, oversees, administers and evaluates the operations of professional archival, supervisory and support staff of a major program component including multiple program functions at the Illinois State Archives.
2. Coordinates professional functions with other areas of operation within the Illinois State Archives.
3. Represents the Illinois State Archives to university and research communities, and major public agencies; coordinates outreach activities directed at students, genealogists, archival community; explains archives programs, policies, objectives and applicable laws, rules and regulations to archival boards, governmental agencies, educational bodies, professional associations, and public groups.
4. Exercises responsibility for budgetary planning and control and personnel management.
5. Prepares or directs the preparation of administrative reports, memoranda, correspondence or other documents for use in program administration.
5. Serves as expert professional consultant to the Director on archival program development, enhancement and services.
6. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires equivalent to completion of a Master's degree, preferably with coursework in public administration, history, business administration, political science, library science, archival management or records management, and two years of professional supervisory archival, records management, or closely related experience. Possession of credentials as a certified archivist or records manager will be credited as six months of professional supervisory experience.

ARCHIVAL PROGRAMS ADMINISTRATOR (Continued)

Knowledge, Skills and Abilities

Requires thorough knowledge of professional archival and records management theory, principles, methods, materials and practices.

Requires thorough knowledge of archival systems, automation techniques, and development theory.

Requires thorough knowledge of records management techniques, applications, and developmental theory.

Requires thorough knowledge of archival materials and their value to archives staff and patrons.

Requires thorough knowledge of the principles and methods of classifying, arranging, describing, cross-referencing and researching documents.

Requires thorough knowledge of the organization and structure of state and local government and local and regional history.

Requires extensive knowledge of personal computer program applications such as database, spreadsheet and word processing, especially as they are used in the archival science and records management field.

Requires working knowledge of standard office practices, procedures and methods.

Requires ability to administer and direct high level professional staff activities.

Requires ability to maintain good working relations with government officials, the general public and members of the archival community.

Requires ability to communicate effectively both orally and in writing.

Requires ability to interpret archival policies, objectives, and laws, rules and regulations to archival boards, governmental agencies, educational bodies, professional associations, and public groups.

Requires ability to analyze technical or administrative reports and to draw conclusions on which to base administrative decisions.

Requires willingness to pursue professional development opportunities and to foster professional development of subordinate staff.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Revised Effective July 16, 2005