

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

**ARCHIVAL PROGRAM SUPERVISOR**

**Position Code: K0540**

**DISTINGUISHING FEATURES OF THE CLASS**

Subject to administrative approval, performs highly responsible professional supervisory archival work in planning, directing, organizing, supervising and evaluating a specific portion of a major program component or a small supportive program at the Illinois State Archives.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Plans, directs, organizes, supervises and evaluates professional archival work in a specific portion of a major program component or a small supportive program at the Illinois State Archives including, but not limited to, local or state records management, reference services, or inventory control.
2. Coordinates professional functions with other areas of operation within the Illinois State Archives.
3. Serves as liaison with public and private organizations within area of assignment; represents the Illinois State Archives at meetings, conferences, seminars and with interested groups such as students, genealogists and others in the archival community.
4. Exercises responsibility for budgetary and personnel management; makes recommendations for budget proposals and personnel actions
5. Prepares reports, memoranda, correspondence, or other documents relative to area of assignment.
6. Performs other related duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with coursework in public administration, history, business administration, political science, library science, archival management or records management, and four years of professional experience in archival, records management, or closely related experience. Possession of credentials as a certified archivist or records manager will be credited as one year of professional experience.

## **ARCHIVAL PROGRAM SUPERVISOR (Continued)**

### **Knowledge, Skills and Abilities**

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

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

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

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

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

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

Requires working 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 supervise and direct professional and support staff.

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 willingness to pursue professional development opportunities.

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

Approved by the Secretary of State Merit Commission – July 13, 2005

Effective – July 16, 2005