

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

SENIOR ARCHIVAL CONSERVATOR

Position Code: K8203

DISTINGUISHING FEATURES OF THE CLASS

Subject to administrative approval, performs highly responsible professional supervisory archival work in planning, directing, organizing, supervising and evaluating the document preservation and conservation program at the Illinois State Archives.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, directs, organizes, supervises and evaluates professional and technical staff in the Illinois State Archives Restoration Laboratory, including the performance of the full-range of professional document preservation and report processing using specialized conservation and preservation techniques such as de-acidification, cleaning, encapsulating, flattening and repairing of documents of historical value or significance.
2. Coordinates operations of the Restoration Laboratory with other areas of operation within the Illinois State Archives.
3. Develops and implements improved conservation techniques and procedures.
4. Serves as liaison with public and private organizations on the care and preservation of documents; develops and conducts seminars and workshops on the preservation, restoration and proper care and storage of documents.
5. Exercises responsibility for the care of Illinois State Archives holdings in time of disaster and for the evaluation, storage and care of special document collections.
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or records management, and three years of professional experience in the preservation, conservation and restoration of historical documents and records.

SENIOR ARCHIVAL CONSERVATOR (Continued)

Knowledge, Skills and Abilities

Requires thorough knowledge of the principles and technical processes of document restoration and repair.

Requires extensive knowledge of archival conservation equipment.

Requires working knowledge of personal computer program applications such as database, spreadsheet and word processing, especially as they are used in conservation and restoration operations.

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

Requires ability to supervise and direct professional, technical 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 set priorities and schedules for restoration work for periods of one year or more.

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 drivers' license as required by individual positions within the class.

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

Effective - July 16, 2005