

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ICONOGRAPHER

POSITION CODE: 19880
Effective: 10-1-74

DISTINGUISHING FEATURES OF WORK:

Under general supervision, organizes and maintains the iconographic collection of the Historical Library, which includes photographs, paintings, drawings, lithographs, and engravings; selects and catalogs new items as acquired; assist patrons of the library using the collection.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Arrange the iconographic collection of the library into a usable, logical order.
2. Prepare cards for iconographic shelf list and card catalog.
3. Assist the public and library staff in use of materials; recommend pictures to be used in publication; prepare photos for duplication.
4. Select and acquire new items for the collection; answer correspondence and reference questions relating to the library iconographic holdings.
5. Prepares special listings of materials for publication; make minor repairs to materials in the iconographic collection of the library.
6. Prepares and deliver oral presentations before groups regarding the iconographic services of the library.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, with major courses in library science, and additional courses in art history, history or photography.

Knowledges, Skills and Abilities

Requires working knowledge of care and maintenance of library materials.
Requires working knowledge of library cataloging and indexing procedures.
Requires working knowledge of preservation of library materials.
Requires ability to organize, catalog, and develop special collections with the library.
Requires the ability to establish and maintain effective working relationships with the public and library staff.
Requires ability to operate photographic equipment.
Requires ability to operate microfilm readers and similar library equipment.