

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LOCAL HISTORICAL SERVICES REPRESENTATIVE

POSITION CODE: 24000
Effective: 10-1-81

DISTINGUISHING FEATURES OF WORK:

Under general direction, functions as a statewide coordinator for the Congress of Illinois Historical Societies and Museums; plans and organizes congress board meetings, regional workshops and statewide local meetings; coordinates meeting arrangements; prepares agenda; plans, organizes and prepares quarterly newsletter, brochures and forms. Serves as a professional consultant with local museums and historical societies; supervises a small staff in the preparation of traveling exhibits.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and organizes the Congress of Illinois Historical Societies and Museum meetings; selects and contacts appropriate speaker, organizes and prepares agendas, and makes physical arrangements; handles all correspondence relative to the congress meetings; maintains membership lists and membership fees; follows up on late payment membership problems.
2. Plans and organizes regional workshops and statewide local historical societies meetings; visits sites to verify adequate meeting space, meal preparation and proper audio/visual equipment; selects speakers who have professional knowledge of selected topics.
3. Prepares quarterly newsletter; researches and gathers information pertaining to the activities of annual meetings and activities of local historical societies; drafts correspondence and coordinates typesetting and printing; handles distribution of newsletter and maintains mailing lists of local societies and museums.
4. Functions as a professional consultant to local historical societies and museums in such areas as fund raising, techniques of cataloging, public relations, exhibit design, and laws affecting nonprofit organizations; corresponds by mail or personally meets with local societies to be of assistance, or gives guidance to a closer resource person.

LOCAL HISTORICAL SERVICES REPRESENTATIVE (Continued)

5. 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 the completion of four years of college with courses in American history, supplemented by a master's degree in history, or historical administration.

Requires one year professional experience in historical agency or museum work.

Knowledges, Skills and Abilities

Requires extensive knowledge of historical organization and museum methods and techniques.

Requires working knowledge of American and Illinois history.

Requires working knowledge of the functions, policies, and purpose of the State Historical Library and the Congress of Illinois Historical Societies and Museums.

Requires ability to develop and maintain effective relationships with historical society groups and officers, county officials and others.

Requires ability to speak effectively before groups.

Requires ability to perform historical research and prepares papers for publication.

Requires ability to prepare clear and accurate recommendations to local historical societies.

Requires ability to travel statewide.

Requires ability to prepare clear and accurate reports on local historical societies' activities.