

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MANUSCRIPTS MANAGER

POSITION CODE: 25610
Effective: 11-1-85

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, manages the Historical Library Manuscripts Program; supervises a small professional staff; prepares a variety of reports relating to the program; directs the library manuscripts microfilming program; coordinates receipt of new collections with Historical Library Chief of Acquisitions and Library Services Supervisor; plans and manages in-house care and utilization of collections.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Manages Library Historical Manuscripts Program; establishes program goals and objectives; sets priorities and timeframes; determines program policies/procedures within established policy guidelines and professional criteria; provides technical advice/guidance in program areas.
2. Supervises a small professional program staff; determines and assigns primary/secondary duties/responsibilities; reviews and evaluates work performance; trains staff in work assignments and library/program policies, methods and procedures (orientation for new staff, on-the-job training for existing staff); directs arrangement, preservation and description of historical collections; coordinates transfer of unwanted material to another part of library or another Agency; monitors reference activities. Answers questions; resolves more complex/technical problems staff cannot resolve; interprets library policies.
3. Prepares a variety of reports relating to the manuscripts program work including activities, problems, achievements, etc.; conducts surveys related to various aspects of program; responds to request for information, completion of surveys, etc., from outside sources.
4. Reviews and evaluates literature in the field; establishes and implements (consistent with existing library policies) new, or revises existing guidelines, procedures, etc., to improve program efficiency and effectiveness.
5. Participates in acquisition decision process with chief of acquisitions and the supervisor of library services; takes receipt of historical collections and donor information from field staff; supervises completion of any special requirements for accepted material (copy of documents for donor, etc.); accessions appropriate historical materials; maintains and updates accession records to document changes in legal contracts, access requirements, disposal/transfer of material, or receipt of additional material.

MANUSCRIPTS MANAGER (Continued)

6. Directs manuscript microfilming program (donor and/or patron request for film of material for donation or research purposes); determines which requests to accept and what to include on film; prepares costs estimate; establishes priority/timeframes; coordinates microfilming process with company.
7. Determines sources for program supplies/equipment and recommends purchases; represents library at meetings; answers questions; prepares articles and reports on manuscript collections for publication in professional journals, directories, and reference guides.
8. 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, supplemented by a master's degree in American history of library science or archival studies.

Requires three years of professional experience in the identification, arrangement, description, and preservation of historical documents and manuscripts.

Knowledges, Skills and Abilities

Requires thorough knowledge of Illinois history.

Requires thorough knowledge of manuscript preservation techniques through processing, repair, storage and microfilm production.

Requires thorough knowledge of historical research techniques and trends in patron usage.

Requires thorough knowledge of practices and procedures in the manuscript profession.

Requires ability to plan, direct and develop a comprehensive manuscripts program.

Requires thorough knowledge of microfilm procedures and practices.

Requires ability to make judgments concerning the intrinsic and historical value of manuscripts available from donors and dealers.

Requires ability to supervise the arrangement, description, and preservation of individual collections in systematic order.

Requires ability to establish and maintain working relationships with patron, donors, fellow employees and vendors.

Requires ability to analyze and write, or edit, a variety of reference guides and reports.

Requires ability to prioritize the processing of collections for staff time in light of changing scholarly and library usage trends.