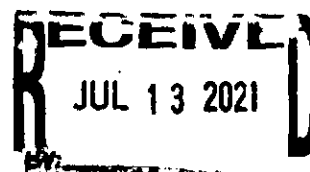


<b>1. POSITION TITLE</b>		<b>WORKING TITLE (IF ANY)</b>		<b>BILINGUAL CODE</b>	<b>POSITION TITLE OPTION CODE</b>		<b>2. POSITION NUMBER</b>		
EXISTING POSITION		State Historian							
NEW/REVISED POSITION		Research & Interpretation Director			1		40070-19-10-120-00-01		
<b>3. AGENCY</b>		<b>4. BUREAU/DIVISION</b>		<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. AUTH</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>	
EXISTING POSITION									
NEW/REVISED POSITION		Administration/Research		3	084	1	R		
<b>10. SECTION</b>		<b>11. UNIT</b>		<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>			
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		07/16/2021			
NEW/REVISED POSITION									
<b>14. WORK LOCATION</b>		<b>15. BARGAINING/TERM CODE</b>		<b>RUTAN EXEMPT</b>					
EXISTING POSITION									
NEW/REVISED POSITION		Sangamon County		XG000		Y			
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</b>								
25%	1. Serves as the agency's in-house expert and spokesperson on issues regarding historical accuracy and interpretive content: <ul style="list-style-type: none"> <li>Provides advice and counsel to the Executive Director, Chief Operating Officer, Board of Trustees and agency management; collaborates with all agency divisions in the development and accuracy of historical and interpretive content.</li> <li>Informs the Executive Director and management of research issues impacting the agency.</li> <li>Identifies timely and relevant topics, trends, or themes and recommends agency strategies for incorporation into exhibits, programming, educational, and other plans and goals.</li> <li>Serves as an advocate for the visitor experience.</li> <li>Ensures educational content is in alignment with the State's culturally responsive teaching and leading standards.</li> </ul>								
20%	2. Plans, develops, organizes, directs and implements the policies and procedures and acts authoritatively on any policy making issues affecting the division: <ul style="list-style-type: none"> <li>Develops, oversees, and monitors goals, strategies, and objectives for division programs, including Oral History, Lincoln and Midwest Research, and institutional projects such as the Papers of Abraham Lincoln and/or others that may be established.</li> </ul>								



<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</b>
	<ul style="list-style-type: none"> <li>• Confers with management and staff on the effectiveness of program policies and procedures and makes necessary changes and improvements to meet the needs of the state, agency and population served.</li> <li>• Develops timelines for accomplishing work including publication of scholarly research.</li> <li>• Coordinates with the Library Services division regarding research activities of items held within the institution's collection.</li> <li>• Coordinates with the Exhibits division regarding interpretations of exhibits including temporary, traveling, and permanent exhibits</li> </ul>
15%	<p>3. Directs a team of scholars and historians in the collaborative process of reviewing agency materials including through:</p> <ul style="list-style-type: none"> <li>• Participating with the exhibits committee in the planning and execution of exhibits and ensures historical accuracy of exhibit content and alignment with interpretive goals.</li> <li>• Reviewing and fact-checking historical content for presentations, newsletters, press releases, social media posts and other communications material as appropriate.</li> <li>• Partnering with other divisions in development and review of educational materials for students, teachers, parent and researchers.</li> <li>• Advising and providing research support to other divisions, including on the acquisition of new holdings for the collection.</li> <li>• Engaging with the programming committee to provide insight on historical topics, historians and new research that may appeal to the patrons and to review information for historical accuracy.</li> </ul>
10%	<p>4. Travels and appears before groups as spokesperson to promote the agency and its mission and goals and to present on research topics related to Abraham Lincoln, Illinois History and Midwest history</p> <ul style="list-style-type: none"> <li>• Engages scholars, students, educators and other organizations.</li> <li>• Participates in lecture series, conferences, tours, symposiums or other like presentations related to the goals of preserving history and educating the community.</li> <li>• Presents institutional research findings to interested parties including at public discussions related to interpreting Lincoln's legacy.</li> </ul>
10%	<p>5. In coordination with agency leadership, serves as the liaison between the ALPLM and other research institutions and centers:</p> <ul style="list-style-type: none"> <li>• Serves as spokesperson on matters related to ALPLM research and historical content.</li> <li>• Identifies, develops, and maintains relationships and communications with research institutions.</li> <li>• Liaises with the media, academic institutions, the public and other entities on issues of Illinois history, the life and times of Abraham Lincoln and the history of the Midwest.</li> <li>• Represents the State, agency, Executive Director, and the Board of Trustees to national and state organizations, boards, and commissions</li> <li>• Develops, cultivates and utilizes professional channels of communication with state, federal, national and other agencies,</li> <li>• Travels to attend meetings and conferences, and reports on such as necessary.</li> </ul>
5%	<p>6. Serves as full-line supervisor:</p> <ul style="list-style-type: none"> <li>• Assigns and reviews work</li> <li>• Provides guidance and training to assigned staff</li> <li>• Counsels staff regarding work performance</li> <li>• Reassigns staff to meet day-to-day operating needs</li> </ul>

<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</b>
	<ul style="list-style-type: none"> <li>• Establishes annual goals and objectives</li> <li>• Approves time off</li> <li>• Adjusts first level grievances</li> <li>• Effectively recommends and imposes discipline up to and including discharge</li> <li>• Prepares and signs performance evaluations</li> <li>• Determines and recommends staffing needs</li> </ul>
5%	<b>7. Develops and administers the division budget:</b> <ul style="list-style-type: none"> <li>• Prepares statements and reports examining and explaining division expenditures.</li> <li>• Coordinates division procurement with the Finance division.</li> <li>• Monitors expenses for any possible fiscal savings.</li> <li>• Manages the expenditure related to production and release of all scholarly information and materials distributed to the public.</li> </ul>
5%	<b>8. In coordination with the Finance division, seeks and administers supplemental funding from various granting agencies:</b> <ul style="list-style-type: none"> <li>• Oversees the research, development, preparation, review and editing of divisional and/or agency grant proposals and applications.</li> <li>• Performs professional and administrative work in researching, identifying, developing and responding to private and public grant opportunities and sources.</li> <li>• Maintains division grant records.</li> <li>• Supports ALPLM administration, divisions and staff in the development of grant proposals.</li> </ul>
5%	<b>9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</b>

**17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)**

	<b>WORKING TITLE (IF ANY)</b>
SPSA opt. 1	40070-19-00-000-10-01

**18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:**

Supervisor     Lead Worker

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.**

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Public Service Administrator	37015-19-10-120-30-01	1
Historical Research Specialist	19008-19-10-120-10-01	1
Historical Research Specialist	19008-19-10-120-50-01	1
Executive II	13852-19-10-120-40-01	1
Executive Secretary 1 opt 2	14031-19-10-110-11-01	1
Cons/Hist. Pres. Worker	09317-19-10-120-11-01	0

**19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

**Minimum Qualifications**

1. Knowledge, skill and mental development equivalent to completion of four (4) years of college.
2. Requires four years' experience in historical research, writing and editing, and/or in teaching American history / public history (or related curriculum) on the collegiate level, or five years in historical or research library in an administrative capacity.

**Preferred Qualifications (In Order of Significance)**

1. Master's degree or Ph.D in history, museum interpretation, collective memory, or related field.
2. Certificate in museum or cultural institution interpretation.
3. Four (4) years' experience in public speaking and/or development of presentations focused on historical subject matter.
4. Two (2) years of supervisory experience.
5. Three (3) years' experience managing a major program or project.
6. Two (2) years of work experience developing and managing a budget.
7. Two (2) years of experience working in a research library and/or museum.
8. Two (2) years of experience working in the public sector.
9. Two (2) years of r experience editing documents for publication.
10. Two (2) years of experience writing and/or administering grants.
11. Prior publication of scholarly research

**20. CONDITIONS OF EMPLOYMENT**

1. Requires a valid drivers' license.
2. Requires ability to pass a background check
2. Requires ability to work at various times outside of normal office hours as needed
3. Requires ability to travel overnight, occasionally
4. Requires ability to travel
5. Requires use of an agency-supplied mobile phone

**21. POSITION POSTING/MARKETING STATEMENT:** Information in this statement is NOT intended to be all encompassing or to address all responsibilities of the position.

The Abraham Lincoln Presidential Library and Museum (ALPLM) is hiring a Research and Interpretation Director to help share Lincoln's legacy and the vast history of the State of Illinois. The ideal candidate is highly organized, personable, can work independently as well as with a team, and has a passion for exploring the untold stories of history. The Abraham Lincoln Presidential Library and Museum is a world class institution that welcomes more than 250,000 visitors every year and that houses one of the world's best collections of Lincoln-related documents, artifacts and audiovisual materials. We invite qualified applicants to apply for the position of Research and Interpretation Director and help ALPLM continue to chronicle the life of one of our nation's greatest Presidents.

**22. ABOUT THE AGENCY/BUREAU/PROGRAM**

The ALPLM is passionate in our mission to discover, interpret, and preserve the life, times and legacy of America's greatest president, Abraham Lincoln. We consider it an honor to share with the world what we learn, the processes and collateral with which we learn it and innovative approaches to creating a positive impact for the future inspired by the past. As preservationists of Illinois' diverse history, we strive to build, maintain and make accessible a growing record of history for today's inquisitive explorers as well as those who shall, in the future, rely on our efforts. The ALPLM boasts pristine facilities, a creative environment and a professional staff with a variety of backgrounds and talents.

DIRECTOR OF CMS SIGNATURE      IMMEDIATE SUPERVISOR  
SIGNATURE

*James Jones*  
*7/13/21*

AGENCY HEAD SIGNATURE      DATE

*Christine Shetty*  
*Melissa Coulter*      *7-12-2021*