



STATE OF ILLINOIS
Historic Preservation
313 South Sixth Street
Springfield, IL 62701-1805

<http://work.illinois.gov>

Invites applications for the position of:

SITE SERVICES SPECIALIST II

An Equal Opportunity Employer

BID ID #: HPA1714
JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1
PLAN/BU: RC062

SALARY
\$4,159.00 - \$6,218.00 Monthly

OPENING DATE: 03/30/17

CLOSING DATE: 04/12/17 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under general supervision of the Site Manager, functionally supervises Bishop Hill State Historic Site employees; plans, assigns and reviews the work of staff engaged in interpretive, curatorial and operational activities.

MINIMUM REQUIREMENTS

Requires education and experience equivalent to a bachelor's degree in history or liberal arts and one year related line supervisory experience. Requires working knowledge of the principles and practices of site administration, including site interpretation, natural and/or cultural resource conservation, genealogical research methods, curatorial techniques, structural grounds maintenance, public relations, personnel administration. Requires working knowledge of American and Illinois history. Requires ability to express ideas clearly and concisely both orally and in writing. Requires ability to evaluate interpretive program effectiveness and to make recommendations on policies and procedures. Requires ability to perform independent research to assure accuracy in restoration and interpretation of historic sites. Requires ability to assign, supervise and evaluate the work of subordinate staff; to make minor repairs to artifacts; to prepare organized programs to inform and entertain site visitors; to use tools and materials in the maintenance and care of historical artifacts, building and grounds. Requires valid driver's license, ability to work in buildings without air conditioning and some areas not adequately heated in winter. Requires ability to lift objects that weigh up to 50 lbs.

WORK HOURS & LOCATION / AGENCY CONTACT

Work Hours and Days:
8:30 a.m. - 5:00 p.m. Wednesday - Sunday

Work Location:
Bishop Hill State Historic Site
304 South Bishop Hill Road
Bishop Hill, IL
Henry County

Agency Contact:

Historic Preservation Agency / Human Resources
313 S 6th St
Springfield, IL 62701
217-524-1282

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

Current State Employees: Submit an Official Position Vacancy Bid Form and CMS 100 Employment Application to the Agency Contact. Current state employees seeking a promotional grade should also submit a CMS 100B Promotional Application to CMS (address is on the CMS 100B form).

Non State Employees: Follow HOW TO APPLY instructions below.

HOW TO APPLY**Click Here for Applicant Information and Grading Procedures**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Site Services Specialist II:Class SpecificationAdditional Title and Exam Information

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

APPLICATIONS MAY BE OBTAINED

FROM:

<http://work.illinois.gov>

OR

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Springfield, IL 62701-1805

Job #HPA1714

SITE SERVICES SPECIALIST II

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