

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION Unclassified Regular

Agency
Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name State Library		9. Position No. K0229479	10. Budget Program Number		43400
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Library Assistant		
3. Division			12. Proposed Class Title		
4. Section	For	13. Allocation			
5. Unit		Use	14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		By	15. By	Approved	
7. (circle appropriate time) <u>Full time</u> Perm. Inter. Part time Temp. %			Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		Office		17. Audit Date: By: Date: By:	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) Work is carried out independently with a minimum of oversight.
- b) Detailed instructions and hands-on training will be provided for technical processes and procedures. Employee will be made acquainted with colleagues and peers in the agency and statewide who can provide expertise, advice and assistance. A considerable degree of self-determined, self-directed learning is expected, along with a willingness to take initiative.
- c) Assignments will generally be made in the form of projects or significant initiatives. If there will be limitations to the scope, they will be outlined at the outset, but in most cases, a broad outline will be provided; working out details will be the employee's responsibility.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
45 %	E	<p>1. Communications support: Assists with creation of presentations, of documents for web sites, design and production of newsletters, publications, and reports for distribution to public officials and/or general public. Assists with maintenance of existing web site pages.</p> <p>Drafts generic press releases about library services which are distributed and customized by libraries in Kansas.</p> <p>Assists with graphic design creation supporting informational pieces promoting State Library services and programs.</p> <p>Types forms or correspondence given in draft form; creates brochures and posters utilizing basic information.</p> <p>Prepares documents requiring use of advanced software features that includes integration of spreadsheets, charts, graphics, tables and multiple databases. Verifies documents for accuracy and completeness.</p>
40%	E	<p>Maintains a sound general understanding of the status, progress and needs of agency services and projects.</p> <p>2. Data, Statistics and Reports: Collect, compile, organize, format, and share information about statewide services, their collections and usage. Work with key staff for each product or service to determine how and when to retrieve information, who needs access, and by what means to make it available.</p> <p>Track training events (web and onsite) evaluations and attendance. Run and maintain reports on Zoom video webinar service usage.</p>
10 %	M	<p>Work is reviewed at least bi-monthly by project leads and/or the supervisor for timeliness and accuracy. Similar projects for other agency divisions may be assigned as appropriate.</p> <p>3. Survey/evaluation monitoring and reporting: Track participation in surveys (including product trials, KS-CIPA compliance etc.), send reminders, and compile results. Assist with design of surveys.</p>
5%	M	<p>Work is reviewed at least bi-monthly by project leads and/or the supervisor for timeliness and accuracy. Similar projects for other agency divisions may be assigned as appropriate.</p> <p>4. Help Desk/User Support: Act as first responder to requests for forgotten eCard numbers, library admin eCard accounts, and listserv subscription help. Check, manage and respond to error messages from the KANLIB-L listserv.</p> <p>Work is reviewed in real time (copied on email responses, activity entries in Gimlet) by project leads and/or the supervisor for timeliness and accuracy.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - Plans, staffs, evaluates, and directs work of employees of a work unit.
 - Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to keep recurring, time-sensitive procedures such as data collecting and recording complete and current may prevent the agency from accurately measuring and depicting the value of services and resources.

Failure to show initiative in developing and carrying out procedures based on known and understood needs may negatively affect the value of services and resources.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made to promote awareness and understanding of, and interest in services and programs available to Kansas residents and libraries. Daily contact with members of the public, colleagues within the agency and in other libraries will occur. Occasional contact with elected officials may also occur.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office conditions

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Desktop Computer - daily
Telephone - daily
Copier/Scanner/Fax – weekly

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Three years of experience in library work, the equivalent in relevant education, or a combination of each.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Intermediate to advanced knowledge of standard office software, especially MS Excel

Ability to communicate effectively with users of varying backgrounds and educational levels, and to teach and train effectively.

Ability to solve problems and apply critical thinking skills needed to analyze issues and questions.

Ability to exercise independent judgment within a limited sphere.

Experience - length in years and kind

Three years of experience in library work, the equivalent in relevant education, or a combination of each.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date