

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

Agency
Number

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

1. Agency Name State Library of Kansas		9. Position No. K0228318	10. Budget Program Number		
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)		
3. Division Kansas Talking Books Service		12. Proposed Class Title Library Assistant III			
4. Section	For Use By Personnel Office	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works) City Emporia County Lyon		15. By	Approved		
7. (circle appropriate time) Full time x Perm. Inter. Part time Temp. x 100%		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:			

Position
Number

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
Hillary McHenry	Director, Talking Books Service	K0041062

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Hillary McHenry	Director, Talking Books Service	K0041062

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.

Once the details of this position are learned the employee is self-reliant and paces him/herself. Policies and professional expectations will be made available. The employee goes to the Librarian III or the Librarian I for direction when needed.

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	
30%	E	<p>LOCAL BOOK, MAGAZINE AND NEWSPAPER PRODUCTION – The individual in this position will work with the Librarian I and Production Manager to prepare locally produced audio materials for distribution in accordance with National Library Service Standards. Duties to include the following:</p> <p><u>EDITING:</u> The individual in this position will edit recorded audio files at a quality acceptable for inclusion in the Talking Books Library collection. Using appropriate software the individual will evaluate audio files, compare it with original print, remove errors when possible and note passages that require additional modification.</p> <p><u>FORMATTING:</u> Using appropriate software the individual in this position will apply book information, announcements, navigation points, and create audio files in DAISY format for use with the Talking Book player. Library of Congress, National Library Service (NLS) provided encryption and right protection will be applied to all locally created Talking Books audio materials.</p> <p><u>LABELING:</u> The person in this position will use provided software and equipment to create and apply specialized print and embossed labeling to cartridges and containers distributed to patrons and other libraries.</p> <p><u>UPLOADING/CATALOGING:</u> All locally produced materials will be uploaded to a universally accessible site by the person in this position. Using standard library resources, the person in this position will provide and enter appropriate material related to cataloging/access information for each locally produced item.</p> <p><u>RECORDING – (Limited)</u> The person in this position will produce special projects to ensure continuous availability of regular publications.</p>
20%	E	<p>DUPLICATION/COLLECTION DEVELOPMENT</p> <p><u>DOWNLOADING:</u> The individual in this position will work with the Lead Readers’ Advisor and Production Manager to identify and evaluate titles for download and transfer to cartridge for circulation. A shared system of file management will be used for archiving downloaded files that are intended for transfer to locally owned cartridges.</p> <p><u>BOOK PROCESSING:</u> The person in this position will confirm receipt and process all incoming titles, adding items to collection, review records for accuracy and resolve encountered errors.</p> <p><u>LABELING:</u> The person in this position will use provided software and equipment to create and apply specialized print and embossed labeling to all cartridges and containers distributed to patrons and other libraries per NLS standards.</p>
20%	E	<p>TECHNICAL SUPPORT/NETWORK ASSISTANT</p> <p><u>NETWORK/HARDWARE/SOFTWARE MANAGMENT</u> – The individual in this position will work with the Librarian III and Librarian I, to ensure day to day integrity and function of the internal network. This position is responsible for working with the Director to identify technical needs of the staff and submit purchase requests of equipment needed. The person in this position will install all state purchased and approved software and hardware. Troubleshooting of network and hardware will be the primary responsibility of the employee in this position.</p> <p><u>TRAINING:</u> The person in this position will work with the Librarian III to provide user guides along with group and individual staff training of approved software, databases, equipment, and on-line resources. The person in this position will maintain a level of awareness and competency with patron and staff related compatibility and accessibility tools.</p>

25%	E	<p>CATALOGING/READERS' ADVISORY <u>READERS' ADVISORY</u>: The person in this position will work with the Director and Lead Readers' Advisor to provide prompt, courteous readers' advisory assistance to all active patrons and institutions using standard electronic and print reader advisory tools. <u>HEADING REVIEW</u>: The person in this position will work with the Librarian III and the Librarian I in review and application of appropriate headings for collection records that directly impact patron services.</p>
5%	E	<p>OTHER DUTIES AS ASSIGNED <u>May include, but is not limited to:</u> <u>MAIL</u>: This employee may be called upon periodically to prepare, receive and sort books for mail with 99% accuracy. <u>OUTREACH</u>: The employee may be called upon to assist in face-to-face or electronic presentations and tutorials.</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.
 - (X) 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.

The person in this position develops resources that are made available to qualified users in Kansas and throughout the United States. As these library resources are the equivalent to resources available to print enabled readers, errors directly impact the quality of service received by the patrons and overall perception of the agency. Delays in processing and delivery of materials may result in patron frustration and insurmountable backlogs. Errors and delays by this person will influence availability of needed resources and impact consumer satisfaction with the agency.

The person in this position is responsible for maintaining internal software, hardware and network connectivity. Errors and delays have an immediate negative impact on the overall productivity of the Talking Books staff.

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

This person works closely with other State Library, Talking Books personnel on a daily basis sharing information about availability of resources, progress of projects, error status and changes made to computer network, patron and catalog records, and needed supplies. On occasion the person in this position will be required to work with ESU MU technical staff to ensure compatible connectivity.

The person has daily interaction with volunteers that produce materials in a specialize format.

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

This job requires extended use of a computer and some heavy lifting.
Extended use of headphones is required.

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

Computer – Daily	Cartridge Docking system - Daily
File Server – Daily	Computer network - Daily
Printer – Daily	Copier – Occasionally
Braille Embosser - Daily	

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.

Education - General

Bachelor's Degree; library education or experience preferred.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities
Strong networking skills required; audio and video recording/editing experience preferred.
Strong project management skills required.
Strong written, auditory and oral communication skills.

Experience - length in years and kind

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.

Some heavy lifting and use of step ladder is required.
Some travel and public speaking is required.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date