

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 Division of Personnel Services.
 CHECK ONE: NEW POSITION EXISTING POSITION

Agency Number
288

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

1. Agency Name Kansas Historical Society	9. Position No. K0059893	10. Budget Program Number 01031	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Senior Administrative Specialist	
3. Division Administration		12. Proposed Class Title	
4. Section Executive Director's Office		For Use By Personnel Office	
5. Unit			13. Allocation
6. Location City Topeka County Shawnee			14. Effective Date
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. <input checked="" type="checkbox"/> Inter. Part time Temp. %50			15. By _____ Approved
8. Regular hours of work: (circle appropriate time) 8:00 a.m. to 5:00 p.m.		16. Audit Date: _____ By: _____ Date: _____ By: _____	
		17. Audit Date: _____ By: _____ Date: _____ By: _____	

Position Number
K0066439

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? (Who assigns work, gives directions, answers questions and is directly in charge.)		
Name	Title	Position Number
Jennie Chinn	Executive Director	K0065650
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
Same		

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.

Position will be given laws and administrative regulations (state and federal), by-laws, policies, procedures, guidelines, goals and objectives of the agency to read and use for reference. General parameters will be given to the incumbent for completing his/her work. How the work is accomplished and prioritized will be determined by the incumbent. Only infrequent checks will be made by the incumbent or if a problem is brought to the attention of the supervisor. Employee must be able to represent the executive director's policies and priorities on his/her own to a variety of audiences.

21. Describe the work of this position using this 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?

20%	Coordinates the communications coming in to and going out of the office of the Executive Director. Screens and directs all incoming calls, emails, and other forms of correspondence. Prioritizes all correspondence and sees that all inquiries or comments are answered by the appropriate person in a timely manner. Composes correspondence for routine requests and draft responses for the Executive Director's signature. Investigates public complaints that are not of a routine nature and maintains the highest level of confidentiality when dealing with possible personnel matters.
20%	Will work directly with the Governor's office, legislators, public officials, agency staff, and the public. Relays and explains policy or program decisions to the public and other governmental officials. Advises division directors and other high-level staff about administrative policies at the direction of the Executive Director. Represents the Executive Director at both internal and external meetings as needed. Prepares meeting agendas for boards and task forces. Schedules and maintains the Executive Director's appointment calendar and provides pertinent information to the Executive Director before an appointment. Greets visitors, legislators, public officials and others visiting or meeting with the Executive Director.
20%	Coordinates special and unique projects that originate from outside and internal inquiries. Researches specialized topics. Independently collects information from a variety of sources, analyzes the results and prepares final recommendation. Research may involve the use of historical collections. Creates presentations including preparing drafts of documents in hardcopy form and for agency website. Creates charts and graphs for presentations when necessary. Special projects can also involve program planning including such events as receptions, press conferences, bus tours, and meetings.
10%	Assists with the agency budget development process. Gathers and analyzes historical budget data and assists with determining revenue/expenditure trends. Works with management staff to gather input on budgetary needs for agency programs. Assists the Executive Director with the development of the agency budget narrative. Works with the Director of Administration as needed to prepare and analyze budget requests for staffing and operations.
10%	Supervises several part-time (temporary) employees. Interviews, selects, coordinates, and evaluates employees. Schedules employees to assure the telephones are always answered and assign a variety of clerical work. Reviews the work to ensure that all work is completed with 100% accuracy.
10%	Edits all correspondence, memos, speeches, legislative testimony, personnel transactions, etc. prepared by the Executive Director and other management staff as needed. Proofreads and corrects rough draft, final copy and updated corrected material to ensure grammatical, spelling, typographic, and punctuation errors are identified and corrected and to ensure proper format. Provides needed copies to the Executive Director and assists with distribution. Prepares documents requiring use of advanced software features that include integration of spreadsheets, macros, queries, charts, graphics, tables, and multiple databases.
5%	Serves as records manager for the Executive Director's office. Establishes, reviews, and maintains file system by keeping office files current, including confidential materials. Establishes computer files and retrieves information for compilation of reports, correspondence, memos, speeches and other. Responsible for implementing the approved office records retention schedule for both paper and electronic records.
5%	Performs other related duties as assigned including scheduling all travel arrangements for the Executive Director, i.e., conferring and consulting with travel agents, hotels, airlines, rental car agencies, etc. Completes work orders, supply requisitions, travel vouchers, and others. Responsible for any purchasing in the Executive Director's office. Employee may be asked to alter work schedule on special occasions to assist in staffing special programs. During the legislative session, and in the absence of the Director of Administration, review legislation that may affect the agency and bring such legislation to the attention of the Executive Director.

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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.

<u>Title</u>	<u>Position Number</u>
Receptionist	K0205873
Receptionist	K0216962
Receptionist	K0213630

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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 health 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 schedule correct appointments for the Executive Director could cause severe program failure. Since the employee represents the Executive Directors Office mistakes in interpreting policies or the priorities of the agency could result in extreme program failure. Inadequate knowledge of the agency's activities and programs would reflect a poor image for the agency. Errors in correspondence, reports and data could result in loss of programs and activities for the agency. Failure to solve issues for the public and others would reflect negatively on the agency and harm its image. A high level of confidentiality is required to protect the agency from litigation and program failure.

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

The incumbent has daily contact with staff members and the public, weekly contact with heads of other state agencies, historical societies, special interest groups and private corporations. Employee will also have direct contact with Kansas congressional delegation, federal and state agencies, Kansas Governor's Office, as well as contact with legislators.

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

May experience discomfort or strain from extended periods at the computer. May experience stress due to level and volume of work, extended hours and the level of contacts of this position and demands placed on the position.

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

Personal Computer – Daily
Copy Machine – Daily
Telephone – Daily
Shredder - Occasionally

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

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

Education – General -----Must possess the following:

High School diploma or GED and independent work experience in office support/clerical work.

Education or Training - Special or professional

Training in basic computer office software, SMART, and specialized computer programs for program admissions and sales. Training in proof reading with through knowledge of basic English including grammar, spelling and punctuation.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Ability to communicate in concise and effective manner, both orally and in writing. Ability to proof read and edit rough copy for grammar, spelling, syntax and style. Ability to accurately record, file, and transmit information. Ability to use a computer.

Experience - Length in years and kind

Minimum of three years' experience in general office, clerical, and administrative support.

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.

Capacity to exercise tact, patience and discretion in communicating and dealing with persons of varying backgrounds and temperament. It is important that this position be able to maintain confidentiality and be able to make decisions within outlined parameters. An interest and knowledge in Kansas history is useful.

Approved:

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date