

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	
25%	E	<p><u>PROGRAM DEVELOPMENT</u> Coordinates and develops library services for the blind and physically impaired persons in Kansas including such activities as circulation, interlibrary loan, collection development and maintenance, machine inventory and repair, public awareness of program, training of personnel and other support services for the benefit of current and potential qualified users.</p>
10%	E	<p><u>POLICY DEVELOPMENT</u> The person in this position assist in the development of public policies and programs related to this service by working with the State Librarian, administrative and local staff of agencies designated as outreach centers and by maintaining communication and support with the Kansas Talking Book Advisory Council.</p>
10%	E	<p><u>CONSULTATION</u> The person in this position acts as the chief consultant on library services to the visually and physically impaired community. This person works closely with outreach centers, maintains active communication with the administrative and local staff within each site and performs on-site visits on an annual basis. These actions are to provide guidance, support, and oversight to the service centers.</p>
20%	E	<p><u>PERSONNEL MANAGEMENT</u> In cooperation with the State Library personnel officer, the person in this position hires, supervises, develops and evaluates the staff working in this program under the employment of the State Library.</p>
10%	M	<p><u>VOLUNTEER PROGRAM MANAGEMENT</u> The person in this position develops volunteer programs and related policies to aid in the delivery of services to blind and physically impaired patrons throughout the state.</p>
15%	E	<p><u>COLLECTION DEVELOPMENT/MANAGEMENT</u> The person in this position oversees the development, maintenance and auditing of statewide user records and equipment inventories according to state regulations and according to the terms of contract with the National Library Services, Library of Congress, from which are loaned nationally produced books and equipment available for local assignment.</p>
10%	E	<p><u>COMMUNICATION</u> The person in this position maintains communication with the National Library Service, members of the Kansas Library community, and consumer group which support the needs of this specialized group of library users. All of these actions and responsibilities will be reviewed annually by the State Librarian for the characteristics of:</p> <ol style="list-style-type: none"> 1. effective maintenance of service measured by surveyed expression of satisfaction, 2. timely completion of documentation regarding the budget, personnel, program definition and development and program evaluation, 3. maintenance of effective working relationships with agency staff and colleagues in this area of library service, 4. adherence to law, regulations and professional ethics, and 5. contribution of creative, positive attitude in the operations and development of the agency and its services. <p>Other duties as assigned by supervisor and/or designee</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
Librarian I		K0048167
Librarian I		K0215662
Library Assistant III		K0215671
Library Assistant III		K0042429
Administrative Assistant		K0048465
Administrative Assistant		K0071593

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.

Consequences of actions and decisions at this level are significant as the work may rarely, if ever, be reviewed, making errors difficult to detect. Errors may cause major program failure or a high degree of confusion

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

Contacts are made on a daily basis with a wide variety of individuals and organizations. Examples include developing and providing program information to individuals and supporting organizations, answering questions from federal, state and local officials, and consulting with outreach center staff. The purpose of the contact is to obtain, clarify, plan and advise on work or program efforts. Occasionally the employee is called upon to elicit opinions or guidance on the basis of facts in order to resolve a common issue.

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

This work environment involves the normal everyday risks and discomforts typical of office work and travel

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

Computer, file server, specialized programs – daily	Scanner - daily
Printer/Copier – daily	Braille embosser - occasionally
Cutting Board – occasionally	Perkins Braille - occasionally

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

Master's Degree in Library Science (MLS)

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience working with special populations

Ability to travel

Experience - length in years and kind

Independent work experience in professional library work

Ability to manage programs and supervise staff

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

Date

Appointing Authority