

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

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

1. Agency Name Kansas State Historical Society		9. Position No. K0060752	10. Budget Program Number 49601		Agency Number
2. Employee Name (leave blank if position vacant) Vacant		11. Present Class Title (if existing position) Library Assistant II			
3. Division State Archives		12. Proposed Class Title			
4. Section Reference/Public Records	For Use By	13. Allocation		Position Number	
5. Unit		14. Effective Date			
6. Location (address where employee works) City: Topeka County: Shawnee		15. By	Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %	Personnel Office	16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 a.m. to 5:00 p.m. M-F, Last Saturday of Month from 9:00 a.m. to 12:00 p.m.		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
	State Archivist	K0048377

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
	State Archivist	K0048377

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) Broad latitude for independent action in relation to defined goals and expectations under direction of the program supervisor
- b) The employee will be given comprehensive training and instruction for required roles. This will be in the form of verbal descriptions, showing and telling, shadowing current employees, and checking for understanding. Employee will have access to other staff to help learn their role.
- c) Assignments are general in nature and employee will be expected to develop methods to achieve goals within established guidelines.

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	
1. 60%	E	Research Room Assistant Duties: <ul style="list-style-type: none">-Employee will provide support to the Research Room by assisting the Head of Reference, Reference Archivists, and the Senior Archivist with various tasks.-Employee will be responsible for pulling and reshelving patron requested items when patrons are in the research room.-Employee will be responsible for pulling and reshelving employee requested items when employees are working on remote research requests for patrons.-Employee will be responsible for some light clerical work including copy-making for patrons.-Employee will be responsible for light collections maintenance duties to ensure the proper care and treatment of KSHS collections including newspapers, state archives, manuscripts, photos, maps, and drawings.-Employee will be responsible for the agency's Interlibrary Loan program, including responding to requests and tracking materials out on loan.
2. 35%	E	Public records Assistant Duties: <ul style="list-style-type: none">-Employee will provide support to the Public Records department by assisting the Government Records Archivist, Land Survey Associate, and the Senior Archivist with various tasks.-Employee will facilitate transfers of materials from state agencies to the State Archives utilizing state vehicles.-Employee will help process collections for placement in the permanent archives.-Employee will help the Land Survey program with clerical tasks such as scanning and responding to inquiries.-Employee will process all Land Survey filing payments from surveyors to ensure timely filing and processing.-Employee will pull and re-shelve land survey boxes as needed to help the program run efficiently.
3. 5%	M	Other duties as assigned.

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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.

Many of the collections curated by the State Archives and Library Division possess a significant value. Many books, maps, manuscripts, photographs, and archival materials are rare and irreplaceable. Since historical materials are made available only in the research room, the circulation desk staff are responsible for seeing that researchers handle material properly, maintaining the integrity of the collections and providing visual scrutiny of users to ensure the security and preservation of the materials they are handling. They need to be prepared to address any mishandling of materials immediately in a polite but insistent way and to deal with any suspicions of possible theft immediately, following department guidelines that also insure the rights of the researcher. Errors could result in damage or loss of property but could also create ill will for the agency if researcher interactions are not handled in a professionally competent and user-friendly manner. Errors in decisions concerning requests for copies could cause damage to materials or violate copyrights of the creators of materials not in the public domain.

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

This position requires contact with other agency employees, sometimes officials to help facilitate the transfer of records into the State Archives. This position also works with members of the public to help facilitate access to the collections of the Kansas Historical Society.

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

The responsibilities of the position requires climbing tall ladders to examine or retrieve records stored on high shelves, and lifting or carrying heavy boxes. Such work also involves exposure to dust, mold, insects, and the droppings of birds and rodents.

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

Personal computer and other standard office equipment daily. Also used occasionally microfilm reader, photocopier, planetary scanner, and microfilm reader/printer. Extension ladders and carts used 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

High school diploma or equivalent.

Education or Training - special or professional

Licenses, certificates and registrations

Valid Driver's license

Special knowledge, skills and abilities

Computer literacy and ability to learn computer applications. Ability to complete detailed work with accuracy and efficiency. Ability to quickly scan printed material for subject content.

Experience - length in years and kind

Two years in library work. Education may be substituted for experience as determined relevant by the agency.

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