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:     G NEW POSITION     G EXISTING POSITION

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

1. Agency Name
   Kansas State Historical Society

2. Employee Name (leave blank if position vacant)

3. Division
   State Archives

4. Section
   Special Collections

5. Unit

6. Location (address where employee works)
   City Topeka
   County Shawnee

7. (circle appropriate time)
   Full time x  Perm. x  Inter.
   Part time  Temp.  %  100

8. Regular hours of work: (circle appropriate time)
   FROM: 8:00 AM/PM TO: 5:00 AM/PM

   K0108087

10. Budget Program Number

11. Present Class Title (if existing position)
   Library Assistant II

12. Proposed Class Title

13. Allocation

14. Effective Date

15. By
   Approved

16. Audit
   Date: By:
   Date: By:

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? (Who assigns work, gives directions, answers questions and is directly in charge.)
   Name
   Acquisitions Archivist
   Title
   Position Number
   K0055528

   Who evaluates the work of an incumbent in this position?
   Name
   Acquisitions Archivist
   Title
   Position Number
   K0055528

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). This position works with minimal supervision in performing tasks within department procedures and prescribed deadlines.
   b) The procedures for this position are set by division policy in which this position participates. Tasks may be assigned from many sources within the division.
   c). The details of assignments are outlined through divisional procedures. In many cases, this position has to make the work fit within the parameters of the task.
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?
This is advanced paraprofessional work in a special library setting. All paraprofessionals in the State Archives provide reference assistance as needed to fill in for “core” reference and on a rotating Saturday schedule.

**Special Collections Digital and Analog Collections Management and Processing**
- Assists in implementing collections development policies and procedures for non-government records of all formats in the State Archives Division, including analog, born-digital and web-only newspapers and other publications, manuscripts, photographs, maps and plans, audio and video and related formats as needed.
- Assists with the acquisition and accessioning of non-government records of all formats in the State Archives Division, in coordination with the Acquisitions Archivist and according to approved policies and procedures for acquiring and managing non-government records.
- Arranges manuscript collections, photograph collections, maps and architectural drawings, audio and video recordings providing suitable original arrangement to facilitate research and housing to ensure preservation in the process.
- Maintains inventories and descriptions, and edits structural and administrative metadata, of analog, born-digital and web-only newspapers, periodicals, manuscripts, photographs and other non-government records according to accepted standards and best practices to facilitate management, preservation and access to such collections.
- Contributes inventories and descriptions of collections to the DaRT collections management system for inclusion on the public Archives Catalog and the Kansas Memory online digital archives as needed.

**State Records Digital and Analog Collections Management and Processing**
- Assists in implementing collections development policies and procedures for state government records of all formats in the State Archives Division, including analog, born-digital and web-only records, maps and plans, audio and video and related formats as needed.
- Assists with the acquisition of state government records of all formats in the State Archives Division, in coordination with the State Records Manager and according to approved policies and procedures for acquiring and managing state government records.
- Arranges state government collections of all types providing suitable original arrangement to facilitate research and housing to ensure preservation in the process.
- Maintains inventories and descriptions, and edits structural and administrative metadata, of analog, born-digital and web-only state government records according to accepted standards and best practices to facilitate management, preservation and access to such collections.
- Contributes inventories and descriptions of collections to the DaRT collections management system for inclusion on the public Archives Catalog and the Kansas Memory online digital archives as needed.

**Research Room Assistance**
This position provides assistance in the reading room which involves monitoring the researchers, helping patrons with copy requests, checking in and out materials, and contacting staff for retrievals. This position is also asked to retrieve materials for use in the reading room and in certain circumstances to assist in refilling and reshelving materials. Because of the limited staff, this position must be flexible and fill in as needed.

**Miscellaneous Related Duties**
Other related duties may include but are not limited to:
- serving on intra- and inter-divisional committees, task forces, and teams;
- enhancing professional knowledge and skills by studying professional literature in the fields of information technology, archives, history, government, preservation, and records management and by taking advantage of workshops and other training opportunities;
- performing other tasks assigned by the assistant division director, the division director, or by other division administrators in order to help carry out the general mission of the State Historical Society and the Library and Archives Division.

The supervisor reviews all of the above these responsibilities during periodic feedback sessions and the annual evaluation, and whenever problems arise.

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Position Number</th>
</tr>
</thead>
</table>

The employee may supervise the work of volunteers and/or interns.

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.
   - (x) Major program failure, major property loss, or serious injury or incapacitation.
   - ( ) Loss of life, disruption of operations of a major agency.

   Please give examples.

It is necessary to maintain close control over these materials for legal and ethical reasons. The items added to the collections and the State Archives have historical, as well as monetary value. The records created and kept by this position document the Society’s property claim to the materials in case of theft or copyright infringement. Close documentation also provides an added ability to access materials for patron use. Errors to do this properly and in a timely manner could lead to the loss of major collections as well as law suits.

Poor communication skills may damage established relationships with state and local officials, donors, patrons, the press, local historical societies, and other direct or indirect supporters of our institution.

If this position fails to note or deal with preservation problems in a new collection, the materials can continue to deteriorate resulting in expensive conservation treatments.

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

The employee has daily contact with other employees, the public, and external partners in the performance of the duties of the position. The employee occasionally makes formal presentations and works with internal and external partners to achieve common understanding or solutions to problems. Excellent communication techniques and well developed communication skills are important in this position.

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

The duties of this position require daily physical labor including climbing tall ladders to shelve, examine or retrieve records stored on high shelves, and lifting or carrying heavy boxes weighing as much as 60 pounds. Such work also involves exposure to dust, mold, insects, and the droppings of birds and rodents. The duties occasionally require working in unheated or unairconditioned storage areas in very hot or cold weather.

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 are used daily.

---

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

Graduation from high school

Education or Training - Special or professional

College courses in history, library science or related field preferred.

Licenses, certificates and registrations

None

Experience - Length in years and kind

Familiarity with
- archival methods and best practices;
- digital imaging practices and standards;
- special library and archives reference techniques and best practices;

Ability to
- work in warehouse conditions lifting heavy boxes on a daily basis;
- work with a variety of people and in a team environment;
- balance multiple projects;
- meet deadlines;
- express ideas clearly, orally and in writing.

Special knowledge, skills and abilities

Two to three years experience in clerical or technical archival work.

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.

Approved:

Signature of Employee Date Signature of Personnel Officer Date

Signature of Supervisor Date Signature of Agency Head or Appointing Authority Date