

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

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

1. Agency Name Kansas State Historical Society	9. Position No. K00233071	10. Budget Program Number 49501	Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) (Capitol Visitor Center Assistant Coordinator)		
3. Division Education		12. Proposed Class Title		Position Number
4. Section Capitol Tour Center		13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By _____ Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %100		16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 a.m. TO: 5:00 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? (Who assigns work, gives directions, answers questions and is directly in charge.)		
Name	Title	Position Number
Darren Wade	Capitol Visitor Center Coordinator	K0205564
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
Same as above		

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.

The Capitol Visitor Center Assistant Coordinator works under the supervision of the Capitol Visitor Center Coordinator, who will direct the Assistant Coordinator in the details of most assignments. The Assistant Coordinator will be able to develop their own work sequences with established procedures, methods, and policies.

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?

The percentage of time devoted to each of the following tasks varies during a given rating period. The spring and summer are extremely busy visitation periods for the Capitol.

1. 50%

Tour Guide

- A) Provides public tours of the Statehouse. The tours are to be historically accurate, age-appropriate, and interactive. Interpretation of the Capitol should be dynamic and engaging to the visitor. Information should be presented in a polite and professional manner.
- B) An employee's personal political opinion or political agenda should never be part of a tour or shared in public spaces in the Capitol.
- C) Required to have good physical stamina and endurance in order to conduct walking tours that involve climbing 371 stairs several times a day (75 on historic tour and 296 on dome tour).

2. 30%

Administration

- A) Works with the Capitol Coordinator to develop project goals and objectives and to evaluate the effectiveness of projects in meeting these goals, and works to effectively institute necessary changes so that projects run smoothly.
- B) Works with the Capitol Coordinator to create the tour and work schedules each month.
- C) Assists the Capitol Coordinator with hiring and training temporary employees (tour guides), which during peak season can be as many as 11 employees. Assumes decision-making responsibilities for public tour and staff schedules, public relations issues, and conflict resolution when supervisor is not available. Uses interpersonal skills, including empathy and flexibility, when working with staff and the public.
- D) Assists Capitol Coordinator with setting up and managing third party reservations of two rental rooms, which can include coordinating with Executive and Legislative members and staff for special requests for constituents and other needs.
- E) Covers information desk, including answering e-mail inquiries, answering the phone, and providing directions.
- F) Helps compile tour stats and manages records monthly. Must be proficient in Excel.
- G) Good communication skills are required when speaking with people requesting guided and self-guided tours.

4. 15%

Educational Programming

- A) Works with the Museum and Education staff to help plan, implement, and evaluate new and existing educational programs.
- B) Stays current on professional standards for educational programming through reading professional literature, membership to on-line services, and contact with other professionals.
- C) Ensures that all educational programs are based on sound and accurate research.

5. 5%

Other Duties as Assigned

- A) Shares responsibility with other division staff for supervising after-hours programs to better serve the people of Kansas.
- B) Participates in agency committees when assigned to assure the input of the education division.

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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.

Temporary staff and volunteers

<u>Title</u>	<u>Position Number</u>	<u>Name</u>
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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 meet deadlines set by supervisor could have a “domino” effect, putting the overall division schedule behind. Failure to handle all contacts with the public courteously and promptly would result in poor public relations for the Society.

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

Contacts are made with the general public on a daily basis and with other employees, volunteers, and students and teachers on a frequent and regular basis. Contacts are generally made for the purpose of communication involving public programs, curriculum, public service. The employee shares the responsibility of representing the division at professional and public events.

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

The position has a fairly high level of stress due to the heavy schedule of the division and the amount of public contact. The employee also might occasionally have muscle strain due to climbing five flights of stairs and an addition 296 steps to the top of the Capitol dome on a daily basis while providing tours of the building.

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

Computer, cash register, calculator, copy machine-daily
Audiovisual equipment-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

Education or Training - Special or professional

Graduation from an accredited four year college with major work in history, American studies, anthropology, folklore, museum studies, or education. Prefer curriculum training and teaching experience.

_____ Licenses, certificates and registrations

None

Special knowledge, skills and abilities

Must be able to communicate effectively both verbally and in writing and deal with the public harmoniously. Must be efficient at detail work. Must have the ability to work independently and with only occasional evaluation. Must present a good public appearance.

Experience - Length in years and kind

Historical Society experience may be substituted for the required education on a year-for-year basis. One year of experience in education or public programming preferred.

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.

Employee must be able to walk and climb stairs to conduct tours and give programs. Employee should be able to lift 25 pounds.

Approved:

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date