

# 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 <b>Kansas State Historical Society</b>	9. Position No.	10. Budget Program Number <b>49501</b>	Agency Number	
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) <b>Public Service Executive II, Division Director</b>			
3. Division <b>Education and Museum</b>	12. Proposed Class Title			
4. Section <b>Administration</b>	For Use By Personnel Office	13. Allocation		Position Number
5. Unit		14. Effective Date		
6. Location City <b>Topeka</b> County <b>Shawnee</b>		15. By _____ Approved		
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. <input checked="" type="checkbox"/> Inter. _____ Part time _____ Temp _____ % <b>100</b>		16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular hours of work: (circle appropriate time) <b>8:00 a.m. – 5:00 p.m.</b>		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
<b>K0065650</b>	<b>Executive Director</b>	

Who evaluates the work of an incumbent in this position?

Name	Title	Position

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 education and museum division director works on his/her own and reports directly to the executive director. The position is given the authority to develop and administer division policies, objectives, activities, and work assignments within the goals set by the agency's executive director and the appropriate statutory requirements and/or federal requirements. The division director must determine how to meet all responsibilities of the division within the staffing and budget provided, clearly prioritizing the divisions desired outcomes to the division staff. It is the division director's responsibility to keep the executive director informed of the division's progress in meeting its goals and inform the executive director of any challenges the division is facing.

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) This position exercises the highest degree of independent planning and necessitates a high level of skill in the areas of administration and management, research programming, writing and pedagogy. The Executive Director reviews work only periodically.

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1. 30%

#### **Division Administration**

- Serves as a member of the agency's management team working with the executive director to prioritize the overall agency goals and objectives, and policies.
- Develops and maintains division budget(s); accountable for program results and effective utilization of physical, financial and or human resources. Complies with established state and agency policies and is accountable for not exceeding appropriated amounts. Applies for appropriate grants, following agency policies, to supplement program funding of special projects.
- Develops short and long-range divisional programmatic plans including the allocation of resources, establishment of objectives, and strategies to accomplish objectives.
- Uses management systems and tools to continually improve program services and procedures, to determine whether needs are being met; initiates change to correct deficiencies; and adapts programs and services to meet changing needs.
- Develops strategies to engage new audiences in division programs to better serve the entire population of the state.
- Communicates agency direction, goals, objectives, priorities, and policies to division staff and engages staff in planning sessions. Holds staff accountable for meeting stated deadlines and for the quality of their work.
- Develops and establishes standards to evaluate the effectiveness of staff and contractors, vendors, and providers; designs initiatives to assist staff in developing and improving job skills and develops courses of action as necessary for contractors, vendors or providers if established performance measures are not met.
- Meets with superiors to obtain information and direction and to discuss problems relating to administration of services or program content and objectives; coordinates program efforts with functions and programs of other agencies.

2. 40%

#### **Directs All Education and Museum Programs**

- Serves as liaison to the State Department of Education in regard to Kansas history. Ensures that all agency educational programs meet the State Curricular Standards.
- Formulates new approaches to curriculum development in Kansas history that meet the needs of Kansas schools, leading staff to produce student materials, lesson plans and teacher training relevant to guidelines from the State Department of Education.
- Oversees all museum education activities at the Kansas Museum of History and the Capitol Visitor Center, including general and specialized tours.
- Instigates a special exhibits program at the Kansas Museum of History, exploring relevant topics in Kansas history.
- Oversees the museum collection management program and develops a plan to modernize the agency's collection's data base, making information more accessible to the public.
- Serves as project manager for specific initiatives as assigned.

3. 25%

#### **Promotion of Division Activities**

- Promotes the Education and Museum division and the agency through speaking engagements, public presentations, and media appearances to promote public appreciation of the state's history and culture.
- Works with the communications team to develop promotional activities that will ensure the financial sustainability of the Kansas Museum of History.
- Responds to the public's requests concerning divisional activities; cooperates with public or community groups in planning and providing effective program services; may participate as a member on national, state or local committees and organizations.

4. 5%

#### **Other Duties as Assigned**

- May testify and make presentations to legislative committees, the State Board of Education, federal state, and local agencies regarding the agency.
- Shares responsibility with other staff in representing the agency at a variety of functions as assigned by the executive director.
- Ensures that the Kansas Museum of History and the Capitol Visitor Center is fully staffed during all publicized open hours.

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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>	<u>Name</u>
Public Service Executive	K0241253	
Museum Specialist	K0041548	
Educational/Info Rep II	K0205564	
Educational/Info Rep II	K0111761	
Public Service Executive I	K0237100	
Museum Specialist	K0075402	
Museum Specialist	K0046333	

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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.

The failure of the employee to perform his/her job effectively would have major and significant consequences for the agency.

- 1) Poor exhibit and program content, poor operation of a program or project, or insensitivity to the diversity of cultural beliefs could result in the loss of public support.
- 2) If the employee did not correctly address the issues of Kansas history in the State Social Studies Standards adopted by the State Board of Education, school districts might be given misinformation and incorrect resources which would effect their students' ability to do well on the state assessments, and potentially cost the district time and resources.
- 3) If the employee did not correctly work within the federal and state regulations attached to specific grant funding, the result could be a loss of federal funds to the state and the loss of opportunity to the people of Kansas.
- 4) If the employee is unsuccessful at analyzing funding strategies, this could result in the loss of funding dollars and the loss of educational opportunities for the citizens of Kansas.

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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 is in daily contact with the public, other employees, and officials. This contact is precipitated by all phases of the job, including but not limited to, the design and development of public, educational, and internal programs, collection management and development, the promotion of division activities employee supervision and the development of funding strategies.

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

Position has a high level of stress due to the amount of public contact and the need to appear before the public frequently.

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

Daily: Computer, telephone

Occasionally: Audio/visual equipment

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

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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.

Two years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

Preferred - Graduation from an accredited four-year college or university, supplemented by attainment of a master's degree.

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Education or Training - Special or professional

Preferred Master's degree in American History, Museum Studies, Historical Administration, Education, Folklore or Journalism.

One year professional experience in the areas of museum management or educational programming may be substituted for the required graduate work.

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\_\_\_\_\_ Licenses, certificates and registrations

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Special knowledge, skills and abilities

Must be able to communicate effectively both verbally and in writing and deal with the public harmoniously, including culturally diverse populations. Must have the ability to work within a projected budget. Demonstrated ability in administration and supervision of personnel.

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Experience - Length in years and kind

Five years professional experience in history-related institutions, with two to five years in museum work, education, folklife, or public information, and two years administrative/managerial experience.

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**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.

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**Approved:**

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Signature of Employee

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Date

\_\_\_\_\_  
Signature of Personnel Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority

\_\_\_\_\_  
Date