

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

1. Agency Name Kansas State Historical Society	9. Position No. K0071490	10. Budget Program Number 49601
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Librarian I (Reference Archivist)	
3. Division State Archives and Library	12. Proposed Class Title	
4. Section Library and Reference	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 (x) Perm. (x) % 100	16. Audit Date: _____ By: _____ Date: _____ By: _____	
8. Regular hours of work: 8:00 – 5:00 Monday thru Friday, occasional Saturday	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.)

Title	Position Number
Librarian II	K0045499

Who evaluates the work of an incumbent in this position?	
Title	Position Number
Librarian II	K0045499

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 position plans and carries out assignments with little or no supervision. The Research Archivist reports to the Head of the Reference by means of occasional conferences to discuss work progress or new problems which require input from the supervisor, section head, and/or the division director. The employee will work as part of the Reference Section to collaborate on projects. This includes providing patron support in the Historical Society's research room, tele-reference services, and participating in outreach activities in cooperation with the Head of Reference and State Archivist.

The employee works independently and consults with other staff as needed.

Instructions and guidelines are given in both oral and written form and are based on professional archival methods, principles of librarianship, and specific established practices of this specialized library and archival repository. The employee is expected to write instruction or procedure manuals incorporating instructions, guidelines, and methods needed to complete the assignments.

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?

50% E

Reference

- Provides reference and research assistance to patrons who visit the Research Room using various card catalogs, narrative findings aids, in-house databases, genealogical sources, and personal knowledge of the holdings of the division according to established guidelines.
- Performs specialized reference work involving the locations of specific materials in large collections of government records, personal papers, business records, etc. that do not have details descriptions. This involves applying knowledge of similar collections to determine where relevant materials might be in these large (50-1,500 box collections)
- Explains card catalogs and other finding aids; discusses library, manuscript, map, photograph, and state archives holdings; describes research services available and suggests sources by means of a reference interview at the beginning of patrons' research to orient new and returning researchers to the Society and its policies
- Maintains surveillance over researchers in the Reference Room while performing other duties in order to ensure that Society policies are being observed and that materials are not mishandled, mutilated, or stolen.
- Provides reference and research assistance to patrons contacting the division by mail, e-mail, or telephone using the tools described above and within the timelines established for timely responses.
- All staff working with in-person or distances researchers must meet the agency's expectations of a high level of customer friendly service and do their best to fulfill requests from the public unless division guidelines or open records limitations prevent disclosure of specific information.
- Monitors access to materials that have restrictions imposed by the Kansas Open Records Act (in conjunction with the agency's freedom of information officer) or those imposed by donors of personal papers.
- Interprets Society and divisional policies and procedures to researchers who question or disagree with those policies and procedures. Resolves conflicts resulting from regulations and policies or contacts a supervisor if problems cannot be amicably resolved.
- Actively participates in professional development opportunities to stay knowledgeable of rapidly changing national standards and best practices for the library and archival professions.

20% E

Outreach

- Provides tours, orientation sessions, and classes on general and specific topics to encourage the use of KSHS research materials.
- Plans and participates in outreach activities to specific user and potential user groups, such as genealogists and students, to increase their knowledge of our holdings and encourage use of our materials.

20% E

Access to Collections

- Develops, compiles, and assigns the development of finding aids to facilitate the sharing of information about the holdings to make assisting researchers more efficient or to provide access to materials previously inaccessible.
- Will work with collections team to occasionally process collections for access.

10% NE

Miscellaneous Related Duties

Other related duties may include but are not limited to:

- serving on intra- and inter-divisional committees, task forces, and teams;
- delivering presentations to a variety of groups;
- enhancing professional knowledge and skills by
 - studying professional literature in the fields of information technology, archives, history, government, preservation, and records management;
 - participating in the activities of professional organizations
 - taking advantage of workshops and other training opportunities;
- performing other tasks assigned by the assistant division director, the division director, or by other State Historical Society administrators in order to help carry out the general mission of the State Historical Society and the Library and Archives Division.

This work is reviewed by the supervisor both intermittently throughout the fiscal year and during the annual evaluation for accuracy and completeness of information provided based on the need to continually learn in depth about all parts of collections, for promptness in responding, and for display of satisfactory communication skills. Reviewed by Reference Section Head (Librarian II)

- 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.

Professional and paraprofessional staff members in other sections of the division will work on digital initiatives and will be accountable to the digital initiatives coordinator for the portion of the time they devote to these activities. This position also will supervise grant funded positions.

Title	Position Number	Name
-------	-----------------	------

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 position is responsible for ensuring that the reference services we provide the public maintain a high level of customer service resulting in satisfaction of in-person and distance researchers. This includes making researchers feel that every effort has been made to meet their needs (within divisional standards for time spent on any one request). Failure to provide adequate reference assistance would mean that significant historical materials remain unavailable to researchers. Failure to monitor and appropriately adopt new technologies, standards, and best practices could limit the division's ability to enter into partnerships with other cultural institutions and compete for grants. Errors in judgment regarding security procedures in the research room or in copying practices to meet researcher requests could result in the loss of valuable historical resources. Inadequate public relations skills could alienate researchers, potential donors, and other staff. Consequences of actions or decisions at this level are significant as the work may be rarely if ever reviewed, making errors difficult to detect. Errors may cause major program failure or a negative impression of the Kansas Historical Society, as this is the major public contact activity for the division. Loss of good will and public perceptions of the division due to errors could be substantial.

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?

Work can involve 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 standard office equipment are used daily, as well as microfilm readers and microfilm reader printers. Digital scanner used 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 -----Must possess the following:

Masters Degree in Library Science.

Education or Training - Special or professional

Master's degree in American history, library science, archival administration, historical administration, or a related field.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Knowledge of

- American history with special emphasis on western and Kansas history;
- archival methods and best practices;
- special library and archives reference techniques and best practices;
- historical research methods;
- metadata management, specifically using EAD, DACS, Dublin Core and MARC;

Ability to

- work with a variety of people and in a team environment;
 - balance multiple projects;
 - meet deadlines;
 - express ideas clearly, orally, and in writing.
-

Experience - Length in years and kind

Preferred at least one to three years of experience in special library or archival reference 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 to obtain selective certification.

Physical requirements of the position include climbing tall ladders to examine or move records stored on high shelves; lifting or carrying boxes or volumes weighing as much as 60 pounds which often must be placed on high shelves and/or loading docks; and loading, unloading, and driving a large van.

Valid driver's license.

Approved:

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date