DA 281-2 State of Kansas - Department of Administration
Rev. 1-86 **DIVISION OF PERSONNEL SERVICES**

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

Agency Number

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

1. Agency Name Kansas Historical Society	9. Position No.	10. Budget Program Number 288-02	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Administrative Assistant (Land Survey Coordinator)	
3. Division State Archives		12. Proposed Class Title	
4. Section Public Records	For	13. Allocation	
5. Unit	Use	14. Effective Date	Position Number
6. Location (address where employee works) City County	By	15. By / Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time x Temp. x %	Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) 8:00-Noon, Monday-Friday, Occasional Saturday	Office	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 relocate 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
	Librarian III(Government Records Archivist)	

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
	Librarian III (Government Records Archivist)	

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 employee has a great deal of latitude in planning and completing the work of the program. The State Archivist makes general assignments both orally and through written communication, and the employee will be given goals and expected outcomes for the land survey program. The employee will have autonomy to determine the methods most appropriate for achieving those goals and outcomes.

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	
	The Land Survey Program Coordinator will organize and provide public access to land survey records housed in the State Archives. The Land Survey program is mandated through legislation and is a vital component of the Public Records section of the State Archives.
1. 40% E	**Land Survey Corner Report Filing** • Receive, scan, and file land survey reference reports submitted to agency • Enter information about each reference report into the system • Generate invoices and process payments submitted • Coordinate with vendors to ensure timely scanning and availability of reports to the vendor-hosted system • Keep stats on number of reports filed and errors received.
2. 40% E	**Land Survey Reference Requests** • Retrieve and provide copies of reports, land survey field notes, and land survey plats in response to requests • Generate invoices and process payments as submitted. • Keep stats on number of requests filled and payments received. • Work with reference staff to complete requests for historic records.
2. 20% NE	**Misc. Related Duties** • Help process physical newspaper collection by checking titles in and bundling papers • Serving on intra and inter divisional committees and teams • Performing other tasks assigned by the State Archivist or other KSHS administrators in order to carry out the agency's mission.

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.
Title **Position Number**

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.

The position is responsible for the implementation and operation of a mandated program. Failure to perform the duties as assigned would result in loss of records, inability of members of the public to perform the duties of their job, and would prevent access to an important class of public records.

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 performance of the duties of this position.

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

The position requires climbing tall ladders to examine or retrieve records stored on high shelves and lifting or carrying heavy boxes. There is possible 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 used daily. Document scanner used daily. Printer, copier, and Point of Sale system used frequently.

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-High School diploma or equivalent

Education or Training - Special or professional

N/A

License, certificates and registrations

N/A

Special knowledge, skills and abilities

- communicate effectively and professionally both verbally and in writing;
- meet daily deadlines;
- use word processing, spreadsheet and database applications;
- establish and maintain effective working relationships;
- perform basic math calculations;
- record, file and transmit information;
- understand and follow verbal and written instructions;
- detect discrepancies in information or records.

Experience - Length in years and kind

6 months in an office setting

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