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 288

Position Number K0108089

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.
K0248141

10. Budget Program Number
2880101010

2. Employee Name (leave blank if position vacant

11. Present Class Title (if existing position)
Public Service Executive II (Director of Administration)

3. Division
Administration

12. Proposed Class Title

4. Section
Fiscal and Human Resources

5. Unit

6. Location
City **Topeka** County **Shawnee**

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

8. Regular hours of work: (circle appropriate time)
8:00 a.m. to 5:00 p.m. Monday – Friday

For Use By Personnel Office

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	Title	Position Number
	Executive Director	**K0065650**

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
	Executive Director	**K0065650**

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 will be given a great deal of latitude in completing assigned tasks and responsibilities. After an initial orientation, only general guidelines for broad assignments will be given and the employee will be expected to plan, implement, and evaluate the activities of the fiscal and human resources section as well as coordinating planning. The employee will be expected to initiate changes, programs, etc., pursuant to the mission of the Agency in consultation with the executive director. In most cases assignments will be given in terms of the expected outcome with the employee having the latitude to determine methods, details, and staffing for projects.

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?

25% E

Fiscal Administration

- Develops and allocates agency budget, including capital improvements, in consultation with the executive director. Works with the agency management staff to develop annual budget objectives and outcomes.
- Develops strategies for increasing agency earned income in consultation with other division directors.
- Monitors the agency's budget, including developing revenue projections, monitoring the balances in all funds, and monitoring salaries and wages for all divisions and the executive director.
- Gathers fiscal data to produce reports for the executive director to ensure agency compliance with state and federal rules and regulations.
- Allocates the administrative division's operating budget and the agency capital improvement funds.
- Directs accounts receivable and accounts payable, as well as procurement operations of the agency using recognized accounting principles and policies and procedures established by the State of Kansas and by delegating tasks to appropriate staff.
- Acts as liaison with auditors from accounts and reports and post-audit.
- Trains staff on fiscal systems such as SMART.

20% E

Human Resources Administration

- Directs all personnel-related functions for the agency including payroll, equal employment opportunity, recruitment and orientation.
- Services as the agency Affirmative Action Coordinator, ADA Coordinator and Equal Employment Opportunity Coordinator.
- Serves as Kansas Public Employees Retirement System Designated Agent for the agency.
- Ensures that the agency complies with all federal and state policies and procedures regarding all aspects of human resources.
- Confers with agency staff to explain, interpret and discuss human resource laws, rules, regulations, policies and directives.
- Works with the executive director and the management staff to obtain or develop staff training as the agency determines need.
- Provides agency employees with easy access to all agency, state and federal human resources policies and procedures.
- Works with agency supervisors to ensure that annual employee evaluations are completed and when necessary to assist in implementing disciplinary actions.
- Implements appropriate progressive disciplinary actions when necessary.

15% E

Capital Improvements and Facility Maintenance and Security

- Directs the maintenance functions of the agency by delegating tasks to appropriate staff.
- Ensures that the agency facilities are clean and in good working order. This is done by working with appropriate supervisors to ensure that the facilities are always presented to the public in a positive manner. This is complicated by the fact that agency facilities serve as office buildings, tourist destinations, and public meeting spaces.
- Directs the maintenance and physical plant staff to address cyclical maintenance issues with the agency's 50+ buildings and structures.
- Approves emergency repairs to the agency headquarters and the state historic sites.
- Works with staff to project 5-year capital improvement needs.
- Ensures the safety of all visitors and agency assets and collections through supervision of the agency's security contract.

21. continued

15% E

Management and Planning

- As a member of the agency management team, establishes budget priorities and the best use of staff positions, evaluate programs, develops and revises policies, procedures, or other components that affect the entire agency.
- Develops, administers, evaluates and revises as necessary the policies, goals, objectives and programs of the agency in consultation with the executive director and the management team.
- Recruits, hires, trains, supervises and evaluates the personnel in the Fiscal, Human Resource and Maintenance departments.
- Delegates the responsibility of some Fiscal and HR program components while maintaining administrative oversight.
- Fosters teamwork among the maintenance, fiscal and human resources staff by encouraging positive communications and problem solving methods.
- Ensures that maintenance, fiscal, human resource, and IT staff communicates regularly and appropriately with staff throughout the agency.
- Reviews the effectiveness of maintenance, fiscal, human resource, and IT staff and procedures to ensure that the agency's established vision, values, and objectives are accomplished in a timely and appropriate manner.
- Brings about positive organizational change through the use of processes, tools, education, recognition, and communication.
- Works with staff so that they might provide input into the work units procedures. Reviews recommendations of staff and provides feedback.

10% E

Liaison

- Serves as the principal liaison between the KSHS and the Division of the Budget, Legislative Research, Division of Personnel Services and the Division of Accounts and Reports.
- Responsible for monitoring compliance and informing the executive director and management staff on issues related to state and federal rules and regulations.
- Monitors all legislative bills and directs appropriate bills to the executive director and management staff. Includes testifying to or monitoring the progress of legislative committees at the Capitol at the request of the Executive Director.
- Prepares fiscal notes on proposed legislation.

10% E

Information Technology

- The employee supervisors the Information Technology department within the Administration Division.
- Provides support and direction for all new programs involving the use of current technologies.
- Oversee the development, along with the IT staff, the agency's technology plan.
- Advises, in conjunction with the IT Administrator and the executive director on ways in which the agency can use technology more effectively.
- Reviews and coordinates with the IT Administrator technological changes in the agency Web site and ensures that content is easily accessed by the public.

5% N

Other Duties as Assigned

- Shares responsibility with other staff to occasionally work non-traditional hours to assist the agency in achieving its goals.
- Occasionally takes on special committee assignments (both internal and external) to assist the agency.
- May represent the KSHS through public presentations.

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.
(X) 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
Full Time Employees:	
• Accountant III	K0041955
• IT Manager/Administrator	K0246035
Part-Time employees:	
• Administrative Specialist (Human Resources)	K0245999
• Physical Plant Supervisor(Maintenance)	K0239364

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.
(X) Loss of life, disruption of operations of a major agency.
Please give examples.

1. Failure to complete duties relating to budget preparation on time or in accurate manner could result in loss of revenue to the agency.
2. Failure to correctly monitor the state and federal rules and regulations related to personnel could result in an agency lawsuit
3. Failure to promote teamwork within the HR/Fiscal work unit could result in inadequate customer service to the other divisions in KSHS and cause those divisions to have major program failure due to inadequate communication and information.
4. Failure to promote teamwork within the Maintenance work unit could result in systems failure which if not repaired quickly and properly, could result in the loss of valuable and in some instances irreplaceable objects from the various collections stored in these buildings and the damage to the buildings and contents which could cost the state millions of dollars.
5. If repair and maintenance work is not managed and performed with the highest regard of safety, it could result in the loss of lives.

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

The position is in daily contact with the public, other employees, and local and state officials. The contact is precipitated by all phases of the job. State government officials contact this person on budgetary and human resource related matters.

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

Normal hazards associated with a typical office environment. Normal stress from deadlines and responsibilities. Extra hours may be needed during specific times of the year.

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

Daily use of computer, calculator, and telephone.

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:

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.

Education or Training - Special or professional

Prefer a B.A. and 3 years of applicable experience, or an advanced degree and at least 1 year applicable experience.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Prefer knowledge of state of Kansas policies, procedures, and systems as they apply to fiscal and human resource matters. Ability to communicate effectively orally and in writing. Proven ability in the area of supervision of a work unit. Proven ability to establish and maintain satisfactory working relationships with employees and other. Proven knowledge of general governmental accounting practices and human resources experience.

Experience - Length in years and kind

Prefer at least 1-3 years of applicable experience in addition to education.

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