DA 281-2
Rev. 4-13

State of Kansas - Department of Administration
OFFICE 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 Office of Personnel Services.
CHECK ONE: ☐ NEW POSITION X☐ EXISTING POSITION

Agency Number

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.	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) **Tourist Counselor (Elevator Attendant and Tour Guide)**	
3. Division **Education**		12. Proposed Class Title	
4. Section **Capitol Tour Center**	For	13. Allocation	
5. Unit	Use	14. Effective Date	Position Number
6. Location (address where employee works) City **Topeka** County **Shawnee**	By	15. By / Approved	
7. (circle appropriate time) **Full time** Perm. Inter. Part time **Temp.** %	Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) **FROM: 8:00 AM To: 5:00 PM**	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 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? (person 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 Elevator Attendant/Tour Guide works under the supervision of the Capitol Visitor Center Coordinator, who will direct the Elevator Attendant/Tour Guide in the details of most assignments. The Elevator Attendant/Tour Guide will be able to develop their own work sequences with established procedures, methods, and policies.

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 and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1. **60%**	**E**	**Operating Elevator** **A)** **The employee will operate the elevator in accordance with established safety procedures, assist visitors with boarding and exiting, monitor the elevator and related equipment, and communicate information about the elevator's history and significance.** **B)** **Because the historic cage elevator is a small, enclosed public space, the position requires frequent close interaction with visitors. Attendants must be comfortable working in close proximity to members of the public and with occasional, appropriate physical contact when necessary for safe boarding, exiting, positioning, crowd management, or assisting visitors with mobility needs. All physical contact should be professional, respectful, and limited to what is reasonably necessary.**
2. **15%**	**M**	**Administrative** **A)** **The employee will offer excellent customer service by greeting visitors, answering questions, and ensuring a positive and educational experience. Monitor and assist with crowd flow, particularly during peak visitation hours and special events. Assist in general visitor center duties as assigned, including answering the telephone, providing directions, and brochure & literature distribution.**
3. **25%**	**E**	**Tour Guide** **A)** **The employee will provide 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)** **The employee is 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).**

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.

Name	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.

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 made with the general public are on a daily basis and with other employees, volunteers, students and teachers on a frequent/regular basis. Contacts are generally made for the purpose of communication involving public programs, curriculum, and public services. The employee shares 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 additional 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:

Elevator and computer-daily
Audiovisual equipment-occasionally

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

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

High School diploma or equivalent

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

---

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