

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION (allocated)

**PART I - Position Information. Items 1 through 12 to be completed by department**

1. Agency Name: Kansas State University  
9. Position Number: W0011974  
10. Department ID: 2670010010

2. Employee Name (leave blank if position vacant): Sara Wege (until 8/22/08)  
11. Present Class Title (if existing position): Administrative Specialist

3. Division: Dean of Agriculture  
12. Proposed Class Title: Administrative Specialist

4. Section: Huck Boyd Institute for Rural Development (HBI)

5. Unit:

6. Location (address where employee works)  
City: Manhattan County: Riley

7. Type of Appointment (Circle)

Full Time Part Time 100%  
School Employee  
Limited Term ending date (if applicable):

H	13. Allocation	Administrative Specialist
U		
M	Supervisory Status:	yes <del>no</del> FLSA CODE: <del>nonexempt</del> exempt
A		
N		
R	14. Effective Date:	8/22/08
E	15. By:	By: [Signature]
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

8. Regular hours of work: (enter appropriate time)  
FROM: 8 AM/PM TO: 5 AM/PM

**PART II - Organizational Information. To be completed by department head or supervisor of the position.**

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)  
This position provides administrative and office support for two program directors. Employee has sole responsibility for office operations.

b) If this is a request to reclassify 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 the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
Ron Wilson	HBI Director	W0011973 BS
Jack Lindquist	KARL President	

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
<del>Ron Wilson</del>	<del>HBI Director</del>	
Jack Lindquist	KARL President	W0001273 BS

(Kansas Agriculture & Rural Leadership)

20. a) How much latitude is employee allowed 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.

Employee has significant latitude and high level of responsibility to perform the duties of this position Provides considerable initiative answering and directing

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of requests for information and scheduling services to HBI and KARL. Engages in frequent communication with key administrative people in other agencies, public sector, state government and private industry. Uses independent judgment to schedule work and set priorities for job duties. Top priority instructions are given by the director and president on a daily or weekly basis with routine duties carried out with little or no supervision. Work is completed through the use of KSU, KARL, and HBI guidelines and procedures.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual 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 (describe the result or outcome expected); **\*how** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify 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, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

1. 35% E Manages office operations by promoting a professional and welcoming atmosphere, improving and maintaining filing systems, payroll, determining purchasing needs and managing accounts payable and receivable for KARL and the Huck Boyd Institute. Prepares and distributes forms, diversified correspondence, reports, travel records, agendas, news releases and announcements, to relieve Director or President of these details. Compiles First Impressions report forms and produces Kansas Profile scripts. Performs a variety of administrative tasks by applying independent judgment and sound organizational skills in prioritizing work. Work is reviewed by Director or President for accuracy upon completion.
2. 10% E Maintains and enhances web sites for KARL, Kansas Leadership Forum, and the Huck Boyd Institute to include reinstalling the on-line application process for KARL on a bi-annual basis and the KLF activities and awards.
3. 10% E Develops materials and handles logistics of quarterly meetings of boards of directors including the President of the University and Senior Administrators. Responds to often complex incoming correspondence, callers and visitors to the office by determining the nature of the inquiry and handling the response, consulting with the Director or President when necessary or appropriate. In relieving Director or President of these details is encouraged to be knowledgeable of services and operations and other departmental personal on campus.
4. 35% E Maintain a database on projects, fund raising efforts, Kansas Profiles, KLF activities and awards, and organizations pertinent to HBI and KARL. Requests funds via mailings and in-kind support from alumni, business, corporations, and foundations for sponsorship of seminars and tours. Provides accurate activity and financial information through the use of database software. Coordinate and monitor activities of volunteers to support the KARL program in the office and at seminars/tours. Prepares and files financial reports and tax information on a monthly and yearly basis.
5. 5% E Serves as editing secretary for Kansas Agricultural and Rural Leadership, Inc. board of director meetings via transcription from electronic recorder after each quarterly and special meeting of the board.
6. 5% E Other duties as assigned.

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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 or oversees work of others.  
 Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.  
 Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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Student workers as needed

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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 and describe consequences of action.

Program operations could be significantly disrupted due to error or inaction by employee. This person must have a thorough knowledge of HBI and KARL to be able to give accurate information to those requesting such information. All correspondence and information that is disseminated from this office must be correct. Any errors can cause embarrassment, loss of revenue, and hardship to these programs.

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

Work requires well developed communication skills to plan, coordinate, and advise, interpret guidelines or instruction to or from others, elicit opinions and give guidance. Daily contacts with top level management and agency heads, key administrative people in other agencies, public sector or states and private industry. Employee is in frequent contact with members of two boards of directors which include the President of KSU, Dean of Agriculture, legislators, and state cabinet members.

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

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

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

Telephone – daily, computer – daily, fax machine – weekly, voicemail – daily, calculator – weekly, photocopy machine – daily, electronic mail – daily

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**PART III - Education, Experience and Physical Requirements Information.**

27. **MINIMUM REQUIREMENTS** as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

High school graduate or GED equivalent

Experience in secretarial, office assistant, or office management work

*Two years of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.*

28. **NECESSARY SPECIAL REQUIREMENTS**

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

*Work requires repetitive movements to operate electronic equipment.*

29. **PREFERRED QUALIFICATIONS AND SKILLS**

a) List preferred education or experience that may be used to screen applicants.

Skills in typing, general office practices, office administration, mathematics, English grammar and business. Hands on experience with computer software programs to include word processing, spreadsheet package, financial package, website management, and computerized records system. Good communications skills written and verbal as well as good phone etiquette skills.

b) List preferred special knowledge, skills and abilities.

Knowledge of programs and resources across the university.

30. **BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).