

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 W0007040	10. Department ID 36700 60100
2. Employee Name (leave blank if position vacant) Kimberly Jackson	11. Present Class Title (if existing position) Administrative Specialist	
3. Division Vice President for Administration & Finance	12. Proposed Class Title	
4. Section Division of Facilities	13. Allocation <i>Administrative Specialist</i> Supervisory Status: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> FLSA Code: <i>nonexempt</i> exempt	
5. Unit Support Services	14. Effective Date: <i>2/25/08</i> 15. By: <i>pm</i> Approved: <i>sh</i>	
6. Location (address where employee works) City: Manhattan County: Riley	16. Audit(s): Date: By: Date: By:	
7. Type of Appointment (Circle) <input checked="" type="radio"/> Full time <input type="radio"/> Part time 100% School: Limited Term ending date (if applicable):	17. Position Review(s) Date: Date: Date: Date:	
8. Regular hours of work: (enter appropriate time) FROM: 8:00 a.m. TO: 5:00 p.m.		

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 exists to provide technical support and review of room scheduling requests for general use space at Kansas State University and to ensure maximum usage.

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
Lofeta M. Sump	Manager	W0041095

List other individuals who may provide input for evaluation purposes.

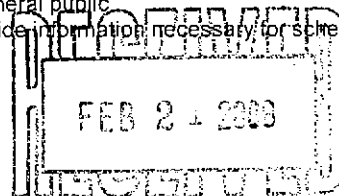
Name	Title	Position Number
David Gronquist	Director	W0007034

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.

a) Complete latitude is given the employee to accomplish daily work. Considerable independent judgement is exercised. Employee consults supervisor only under extreme circumstances.

b) Incumbent uses a thorough working knowledge of the following policies as primary guidelines for all tasks: KSU Policy and Procedures Manual, Division of Facilities Policy and Procedures Manual, Registered Student Organization Handbook, Sanitation Committee's Rules for Temporary Food Dispensing, Safety and Fire Regulations for University Buildings Used for Activities Open to the Public, KSU Political Activities Guidelines, KSU Literature and Notice Regulations, KSU Policy on Serving Alcohol, KSU Cereal Malt Beverage Policy, Student Government Association Student Conduct Code, Individual Special Use Area Policies, Standard Class Meeting Time Policy, Policy for Quizzes, Tests, and Exams Scheduled Outside Regular Class Times, and Social Event Policy. Incumbent must also use common sense, prudent and wise judgement, initiative, tact, diplomacy, and originality as well as a knowledge of office management principles, the ability to plan and organize work, the ability to effectively communicate both orally and in writing, and an ability to establish and maintain effective working relationships with other employees, administrators at all levels, and the general public.

c) Request for use of University Buildings and Grounds forms and verbal inquiries provide information necessary for scheduling reservations. All assignments from supervisors are brief and usually verbal.



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?

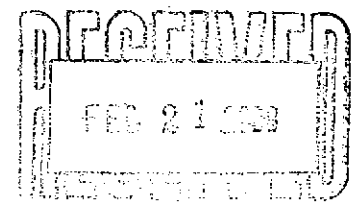
Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable 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 | 40% | E | Analyze and evaluate academic, non-academic, and extracurricular event requests in order to select and assign the most appropriate space from the available 148 general use classrooms and other university facilities, maximizing space utilization, through the use of the ReSource 25 (R25) scheduling software program, the Registrar's Scheduling Books; Division of Facilities Buildings and Grounds, Ahearn Sports Complex, or Chapel Request Forms; energy conservation guidelines; Registered Student Organization Listing; Standard Class Meeting Time Policy; Policy on Quizzes, Tests, and Exams Scheduled Outside Regular Class Time; departmental priority assignments; and classroom inventory. Schedule approved reservations in R25 and the Registrar's Scheduling Books in order to generate reports for the KSU Police Department for building open/close times and for Custodial Services for cleaning decisions by recording the relevant information from phone requests or the request forms. Negotiate class relocations in order to accommodate handicap requirements through verbal communication with departments and Disabled Student Services. Present requestor needs for department space to Department Heads in order to obtain approval for use through effective oral and written communication skills. Work reviewed randomly by supervisor. Responsible for establishing and programming the lock/unlock schedule for the 21 technology classrooms on a computerized security system. |
| 2 | 30% | E | Monitor class changes in order to instigate the appropriate procedure for recording the change in the Student Information System (SIS) and R25 through the use of established guidelines and communication between Enrollment Services and Information Systems Office. Import and export class information between SIS and R25 in order to ensure that both databases are current and mirror each other through the use of software programs and communication between Enrollment Services and Information Systems Office. Work is reviewed by supervisor for results achieved. |
| 3 | 20% | E | Serve as primary back up for the Facilities Special Events Coordinator and interpret policies applicable to the use of University property in order to familiarize potential users with the steps required to plan a special event through a working knowledge of KSU and Division of Facilities guidelines. Organize special event history files in order to provide a resource to research established precedents for similar events and repercussive consequences. Disseminate event information and procure interdepartmental requisitions, vendor permits, proof of insurance, and liability releases in order to ensure a successful completion of the event. Works closely with supervisor. |
| 4 | 10% | M | Compose correspondence, file request forms, produce statistical reports, produce agendas and minutes for the Ahearn/Pool Users Meetings and performs other duties as requested. Cross train and serve as back up support for other Special Service operations. Represents the Division of Facilities on campus committees as delegated by supervisor. Order and maintain supplies for front office, payroll, and post office. Keep inventory of supplies in supply room. Order, maintain, and distribute three different phone books for Facilities, Power Plant, and Motor Pool. Work with storeroom and printing services for special orders. |

Work is reviewed by supervisor for results achieved.



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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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.

Consequence of actions and decisions are significant as professors and students could experience serious disruption to their class instruction or exams if rooms are not scheduled to meet their needs, if duplication of scheduling occurs, or if appropriate individuals and departments are not notified of the reservation.

Special event requests must be reviewed for liability factors and necessary steps must be taken to safeguard the University as well as the user by informing users of safety guidelines, laws, policies and procedures, and by obtaining liability release forms from all participants. Consequences of actions and decisions are significant as the University could be sued for a large sum of money, special events with thousands of attendees could fail if not carefully planned, and errors in judgement could reflect on the University causing embarrassment.

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

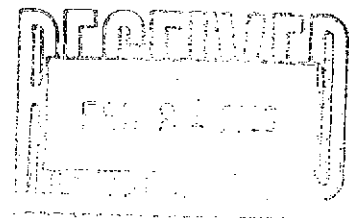
Daily and weekly contacts are made with campus administrators and staff, officials in the KSU Police Department, K-State Student Union, Campus Advisors, Facilities Work Management Center, Facilities Shop Personnel, Support Services Personnel, students, and the general public and occasional contact with the University Attorney's Office for the purpose of coordinating successful special events, conferring on policy adherence, advising on precedents set and policy interpretation, requesting use of department space as liaison for requestor, interpreting and explaining policies and procedures.

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

Discomforts that exist would be entirely related to job stress due to the level of responsibility, consequences of action and decisions and the almost constant need to take immediate action on requests and make unhesitating decisions.

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

Breaks are provided to allow for time away from stress of position.



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

Daily

Personal Computer
Multi-line Phone System
Laser Printer
Copier
FAX

Occasionally

Typewriter
Calculator

Software

Corel WordPerfect Suite 9
Access
Resource 25
Netscape Communicator
SIS
UNIX
Security System
ISIS

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.)

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.

N/A

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

Must possess sufficient mobility/dexterity to perform the required tasks utilizing a variety of office machines and equipment.

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Prefer high school graduate or equivalent. Prefer five years experience in complex office support/clerical tasks with training in general office practices, office administration, mathematics, English grammar, or business. Prefer experience with word processing and database management software in a Windows environment.

b) List preferred special knowledge, skills and abilities.

Knowledge of principles of office management and ability to apply these principles to office operations, record keeping, and reporting. Ability to: communicate effectively both orally and in writing; apply, interpret, and explain technical and varied rules and regulations, policies and procedures; prepare operating and statistical tabulations and reports; develop effective office procedures and practices; establish and maintain effective working relationships with other employees and general public. Negotiating and telephone skills are necessary as well as the ability to "sell" and be patient.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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