

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: W0011623
10. Department ID: 35240

2. Employee Name (leave blank if position vacant)
11. Present Class Title (if existing position): Senior Administrative Assistant

3. Division: Cooperative Extension Service
12. Proposed Class Title

4. Section: Extension Field Operations

5. Unit: Southwest Area Extension Office

6. Location (address where employee works)
City: Garden City County: Finney

7. Type of Appointment (Check)
Full Time Part Time 100%
School Employee
Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)
FROM: 8:00 AM TO: 5:00 PM

| | |
|---|--|
| H | 13. Allocation |
| U | |
| M | Supervisory Status: yes <input type="radio"/> no <input checked="" type="radio"/> FLSA CODE: <input checked="" type="radio"/> nonexempt <input type="radio"/> exempt |
| A | |
| N | |
| R | 14. Effective Date: |
| E | 15. By: 7/20/10 Approved: <i>Phil Sloderbeck</i> |
| S | 16. Audit(s) |
| O | Date: By: |
| U | Date: By: |
| C | 17. Position Review(s) |
| E | Date: Date: |
| S | Date: Date: |

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 secretarial support to the Extension Specialists in the Southwest area and to coordinate communication with the 24 county extension offices in the Southwest area.

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: Phil Sloderbeck Title: Interim Area Extension Director Position Number: W0011624

List other individuals who may provide input for evaluation purposes.
Name: SWAO faculty and staff Title: Position Number:

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.

The employee is allowed complete latitude in completing tasks to reach desired and necessary outcomes. Employee establishes their own work schedule and processes to obtain desired end results. Assignments are made with oral and written requests with a minimum amount of detail. Employee is expected to ask questions if additional detail is needed.

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. | 50 | E | Types correspondence, manuscripts, speeches, programs or work, and activity reports on computer in an accurate and timely manner. Implements desktop publishing and graphics software to formulate brochures, web pages, news releases, fliers, slides, posters, handouts to public, clientele, and colleagues to facilitate specialist's presentations and educational programs. Updates mailing lists for current and efficient distribution. Makes arrangements for hotel accommodations for specialists and visiting faculty, providing itinerary and confirmed reservations in order to avoid delays and calendar conflicts; prepares and submits travel requests and travel voucher for reimbursement of travel expenses for specialists. Coordinates efforts with co-workers to complete workloads in order to meet deadlines as assigned by specialists. These tasks are accomplished through the use of a working knowledge of University business procedures, guidelines, computers, various computer software programs, typewriters, calculators, and copiers. Work is reviewed by specialists periodically for input in evaluation of employee. |
| 2. | 30 | E | Represents the Southwest Area Extension Office through interactions with the public in person and by telephone. Schedules conference rooms and coordinates arrangements for conferences, seminars, county agent trainings, and other programs. Collects registration fees, provides receipts and keeps attendance records for educational seminars. Receives, opens, and distributes in-coming mail. Prepares and dispatches out-going mail in a timely manner. Utilizes fax and email systems as directed by specialists and area director. Responsible for regulating resource library materials loan system to county agents in the Southwest Area. Maintain records for check-out of projection equipment to area specialists. Periodic reviews are made by specialists and area director. |
| 3. | 10 | E | Assists other Sr. Administrative Assistant and Administrative Specialist in the performance of their duties in their absence and when work load demands. This includes maintaining records of leave for approximately 50 staff employees and making sure that it is transferred to Manhattan. Responsible for some purchases and preparing APO's for payment of goods and services; assisting the area director in preparing budgets for 24 counties in the Southwest Area. Also prepares monthly financial reports as needed by area director. In order to perform these duties the incumbent must have a working knowledge of department activities to accomplish these necessary office and University tasks in a timely manner. Performance of this work is reviewed by specialists and area director. |
| 4. | 10 | E | Keeps office equipment in operating order. Makes minor repairs not requiring a serviceman to computers, printers, copier, postage machine, calculators, cameras and projection equipment, dvd, and monitor. |

All duties require incumbent to act with a high level of independence and discretion. Confidentiality must be maintained and strong verbal and written communication skills are required to perform effectively.

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 |
|-------|-----------------|
|-------|-----------------|

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.

The Area Director relies on this position to provide secretarial support to the SW Area Extension Office, the SW Area Extension Specialists and interact with county agents and county council members in 24 counties. Errors reflect negatively on the University and can cause delays in the distribution of information that can lead to losses in crop and livestock production and/or the health and welfare of clientele.

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

The employee is a representative of the State of Kansas, KSU, and the SW Area Extension Office and relates with the public on a daily basis. The employee interacts with Research & Extension faculty, university administrators and staff, county faculty, Extension Council representatives, and a variety of clientele to relay questions, make meeting and travel arrangements, etc.

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

The employee sometimes buffers complaints from citizens, staff and elected officials. Extensive computer use can cause eye strain and result in discomfort after sitting for long periods of time. There can be some physical strain in regard to moving about tables and chairs for meetings in the large conference room.

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

Employee has direct access to the Area Director to discuss personnel issues. Employees are encouraged to take breaks and use ergonomic guidelines to reduce stress.

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

| | | |
|---------------------------|-------------------------------------|---|
| Computer/Printers (daily) | Calculator/Adding Machine (monthly) | Paper Shredder (monthly) |
| Telephone (daily) | Typewriter (monthly) | Video Conferencing Equipment (weekly) |
| Fax Machine (daily) | Scanner (weekly) | Computer programs such as: Microsoft Word, Excel, |
| Copier (daily) | Binding Machine (monthly) | PowerPoint, Access, Word Perfect, Publisher (daily) |

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 diploma or GED. Independent work experience in office support/clerical work.~~

ml
one year 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**

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

Valid driver's license upon employment.

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

Ability to do on a daily basis, extensive computer work. In certain instances, employee may be called upon to arrange meeting rooms, which means having to move tables and chairs, may also be asked to transport boxes containing program materials, etc.

29. **PREFERRED QUALIFICATIONS AND SKILLS**

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

Two years experience in clerical work or the required training from an accredited post high school academic or vocational institution.

b) List preferred special knowledge, skills and abilities.

Computer knowledge and experience is essential. Bookkeeping knowledge and experience is necessary. Knowledge of English, spelling and grammar, punctuation, mathematics, statistics, and modern office practice is necessary. The ability to establish and maintain effective working relationships and the desire to be a team worker is essential.

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

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

PART IV - Organizational Chart (Please attach). Indicate classification title and position number.

PART V - Signatures

Southwest Area Extension Office
4500 E. Mary Street
Garden City, KS

