

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: **W0011735** 10. Department ID: **3670035110**

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

3. Division: **College of Human Ecology** 12. Proposed Class Title: **Not Applicable**

4. Section: **Family Nutrition Program**

5. Unit: **Human Nutrition**

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

7. Type of Appointment (Circle)
Full time Part time 50%
School:

Limited Term ending date (if applicable): **9/30/2008**

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

H U M A N R E S O U R C E S	13. Allocation <i>Administrative Assistant</i>	
	Supervisory Status: yes / <input checked="" type="checkbox"/> no PLSA Code: <i>nonexempt</i> / exempt	
	14. Effective Date: <i>6/6/08</i>	
	15. By: <i>MS</i>	Approved: <i>MS</i>
	16. Audit(s):	
	Date:	By:
	Date:	By:
	17. Position Review(s)	
	Date:	Date:
	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.)

The Family Nutrition Program is a large federally funded nutrition education program for food stamp eligible people. There are programs in 85 county offices, 4 area offices and several at K-State. Each program has its own budget and must keep track of 100% match funds. This position will assist the FNP Accountant and Senior Administrative Assistant with the bookkeeping, federal record keeping and communication with the county offices.

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
Deborah Pickrell	Accountant II	W0034289
List other individuals who may provide input for evaluation purposes.		
Name	Title	Position Number
Lara Weisbender	Senior Administrative Assista	W0032355

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.

At the beginning of employment, the administrative assistant will be given an overview of the FNP program and the Extension system. Training will be provided in FNP fiscal procedures. Assistance from the FNP Accountant and the Senior Administrative Assistant will be provided. Special projects will be assigned by the FNP Accountant, Senior Administrative Assistant and possibly the FNP Director. The employee will determine the best methods to accomplish the task satisfactorily. Work will be reviewed for accuracy.

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

- | No. | % | E or M | |
|-----|----|--------|--|
| 1 | 50 | E | Check accuracy of county and third party FNP match documentation. This will be reviewed frequently by the FNP Accountant and Senior Administrative Assistant to make sure state and federal guidelines are followed. |
| 2 | 20 | E | Check the accuracy of county and area travel vouchers. Prepare travel vouchers for state personnel. This work will be reviewed to make sure state and federal guidelines are being followed. |
| 3 | 10 | E | Develop and maintain a spreadsheet tracking system for third party FNP match. Prepare any necessary third party match reports to send to the Controller's Office. The tracking system and reports will be frequently reviewed for accuracy. |
| 4 | 10 | E | Consults with county offices regarding any discrepancies or additional information or documentation needed to complete reviews of the third party match and travel vouchers. This will be reviewed frequently by the FNP Accountant and the Senior Administrative Assistant. |
| 5 | 5 | E | Assists in the development of the annual FNP proposal. this will require bookkeeping skills to verify the accuracy of county, area, and state budgets. This will be reviewed frequently to make sure state and federal guidelines are followed. |
| 6 | 5 | M | Assists the FNP Accountant and Senior Administrative Accountant with other bookkeeping activities as needed. This work will be reviewed for accuracy and to determine that state and federal guidelines are followed. |

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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Not Applicable



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.

Errors in record keeping could result in minor disruptions of work schedules. Errors in reporting budget figures could cause delays in grant funding and processing.

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

This employee will be in regular contact with county extension agents, the FNP Accountant, the Senior Administrative Assistant and other FNP staff and faculty.

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

The work environment has minimum hazards, risks, or discomforts. Exposure to minor deviations from pleasant environmental conditions is normal.

Keyboarding may be repetitive in nature. Some moving and ~~lifting~~ *transporting* of boxes of paper and brochures used in the program.

BHS

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

use of an ergonomically correct workstation & proper lifting techniques

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

PC, multi line phone system, fax machine, 10 key calculator, copier
All used 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)

Six months experience in general office, clerical or 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.

High school graduation, six months experience, education at the high school or post high school level in bookkeeping, accounting, spreadsheet applications, business math, pcs and MS software.

b) List preferred special knowledge, skills and abilities.

Knowledge of K State Research and Extension, experience with sponsored projects, knowledge of KSU fiscal procedures, strong communication and organizational skills.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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