

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: W0041212
10. Department ID: 3670010010

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

3. Division: College of Agriculture
12. Proposed Class Title: ~~Senior Administrative Specialist/Administrative Specialist/Public Service Administrator I~~ *BS*

4. Section: Ag. Dean's Office & Director of K-State Research & Extension

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):

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

H	13. Allocation	<i>Senior Administrative Assistant</i>
U	Supervisory Status: yes/no	<i>no</i>
M	FLSA CODE: nonexempt/exempt	<i>nonexempt</i>
A		
N		
R	14. Effective Date:	<i>9/22/09</i>
E	15. By: <i>[Signature]</i>	Approved: <i>[Signature]</i>
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
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 provides specialized and diverse administrative support work for the Dean/Director, Assistant to the Dean/Director, Administrative Assistant to the Dean /Director, Director of KCARE (Kansas Center for Agricultural Resources and the Environment), and the Director of Agriculture International Programs.

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.
The position has grown tremendously over the last three years. This is due to the reassignment of duties and level of responsibilities and independence in handling these responsibilities.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
Dorothy M. Doan	Administrative Assistant	W0007176

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Fred A. Cholick	Dean/Director	W0007162
Steven A. Graham	Assistant to the Dean	W0007163
William Hargrove	Director, K-CARE	W0017198
Nina Lilja	Director, Intn'l Ag. Programs	W0042770

KANSAS STATE UNIVERSITY
2009 SEP 21 PM 2:48

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) Incumbent is given broad latitude to make decisions regarding the priorities of the work flow. Independent judgment is used in planning and scheduling deadlines. The incumbent is expected to work independently.
- b) Instructions and assignments are given in general terms that require interpretation and analytical thought. Knowledge of accounting, record keeping, reporting, and state/university policy is required. Complicated federal, state, federal, and university guidelines are followed.
- c) Assignments are given in verbal and written form with detail ranging from specific to general depending on the task.

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. 55% E Promotes a professional and welcoming atmosphere via answering phone or receiving visitors personally, such as faculty, students, alumni and friends of KSU, who wish to speak to the Dean/Director, Assistant to the Dean, Director of KCARE, and the Director of International Ag. Programs. Assists with administering the office functions for the Dean/Director/Assistant to the Dean/Director of KCARE and the Director of International Ag. Programs. Collects materials and creates agenda for meetings and attends meetings and takes minutes when necessary. Manages files (paper and electronic) to assure they are current and available for easy retrieval when needed and upon request. Determines and assembles data necessary for the various administrators to prepare for meetings and presentations. Recognizes, maintains and protects confidential files and protects the privacy of personal or confidential information that may be available in the office. Develops all travel arrangements for all administrators (including international trips) and prepares all the paperwork for this travel to specified meetings. Responsible for assuring that deadlines of repetitive tasks are completed by the various administrators. Screens phone calls for all office administrators and decides on redirection when appropriate. Supervises the sorting and distribution of mail for all office administrators, screens incoming correspondence and sorts according to relevance and urgency; redirects correspondence according to standing guidelines and as directed. In the absence of the Administrative Assistant to the Dean, drafts correspondence for the Dean's signature as well. Maintains complex calendars for the Dean's Office. This requires diplomacy and tact so that the best use of administrators' time is preserved. Schedules meetings for all task forces and committees reporting to the Dean's office.

Supports the Assistant to the Dean/Director and the Unclassified Administrative Assistant by assisting in the administrative process of tenure and promotion of faculty, unclassified evaluations, faculty contracts, leave requests and affirmative action documents. Compose and type correspondence as requested. Process and send thank you letters to contributors to KSU Foundation

2. 20% E Receives invoices and prepares vouchers for the Dean's Office and KCARE for proper payment of goods and services: Assigns object codes and Financial Information System projects numbers applying knowledge of state and University policies and submits documents to the Controller's office for processing. These documents include Agency Payment vouchers, Interfund, Procurement card and Travel vouchers. Maintains the Foundation accounts for the Dean's office.

3. 20% E Manage all details for special events under the direction of the Assistant to the Dean/Director of KCARE and International Ag. Programs. This includes working with Foundation representatives with the Skybox---sending letters of invitation, letters of confirmation, making name tags, securing tickets/passes, ordering supplies and food. Coordinating meeting times for Capitol Hill visits with representatives and senators. Assisting the Assistant to the Dean on State Fair Booth (scheduling of workers, getting supplies prepared and materials ordered), the 3i Show, congressional Assistants' Schedule and details, foreign visitors schedules, and details, etc. These are just a few of the annual events that requires scheduling facilities, sending out notices, preparing agendas, planning menus, and other details as necessary. Attention to detail is crucial in carry out duties. Manages all details on behalf of the Dean's office administrators pertaining to dissemination of KSU Catalog to the departments in the College, this involves follow-up work by gathering and assembling all information.

4. 5% E Other duties as assigned

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

2009 SEP 21 PM 2:49

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.

Due to the sensitive nature of matters handled in the Deans Office, the ability to maintain confidentiality is crucial. Breach of confidentiality could result in lawsuits and financial harm to the University. The person in this position represents the Deans Office in all actions and conversations. This person is also expected to edit dictated material, and errors in judgment could have potentially serious repercussions if not detected before the material is sent.

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

Daily contact with University administrators, College of Agriculture and K-State Research and Extension administrators, departmental secretaries, state and federal legislators, legislative staff, state and federal agencies and general public to gather information, respond to questions or coordinate meetings, reporting data or responding to general questions. Daily contact is also made with the general public concerning inquiries on Extension, agriculture, and environmental concerns. Many phone calls require prompt attention and if the Dean/Director is not available, the proper response must be given or sought.

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

None except those associated with prolonged use of computer/video terminal.

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

None

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

- Personal computer, daily
- Printer, daily
- Multiple-line telephone, daily
- Photocopier, daily
- Fax machine, daily or weekly
- Calculator, daily or weekly

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)

^{One} 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).

Performance of duties requires the ability to use computer programs and systems for the purpose of entering, manipulating, and generating computerized data, as well as the ability to manually process documents. This activity requires sustained viewing of terminals and sitting for long periods of time. Moderate levels of stress may be associated with meeting deadlines during peak periods. Minimal physical exertion.

29. PREFERRED QUALIFICATIONS AND SKILLS

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

Associate Degree in office management or undergraduate degree. Post secondary education to include coursework in English, spelling, keyboarding, computers and business or office management. Three years of experience in clerical or office support work.

b) List preferred special knowledge, skills and abilities.

Ability to use a personal computer and software for word processing, presentations, filing, internet access, correspondence, calculations, creating tables, charts, and graphs, and other contemporary office functions. Ability to create attractive, informative and effective materials for presentations using software such as PowerPoint, WWW or other graphics. Set up electronic spreadsheets with software such as Excel using formulas for addition, subtraction, multiplication, and division. Familiarity with the basic functions of electronic communication tools, such as contemporary telephones, PDAs, teleconferencing equipment, etc.

Knowledge of policies and procedures for purchasing, travel, etc. within the university. Knowledge of the overall organization, mission, and function of a major research and teaching university. Basic knowledge of accounting and budgeting. Knowledge of K-State procedures will be an advantage.

2009 SEP 21 PM 2:40

Ability to communicate effectively with people in many different agencies and at different levels of authority, both orally and in writing. Ability to analyze and understand complex content in documents and records, and to make judgments about the importance, relevance and nature of the content. Knowledge of various types of organizational schemes for the management of information and records, including paper and electronic files. Knowledge of correct style and grammar for all types of correspondence. Ability to work effectively with minimum supervision, and to recognize when supervision and direction are necessary. Ability to recognize confidential information and to protect such confidentiality. Ability to work effectively as a member of a team.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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