

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 XX 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 W0042744 10. Department ID 367003040

2. Employee Name (leave blank if position vacant) 11. Present Class Title (if existing position) Storekeeper Specialist

3. Division 12. Proposed Class Title

-----K-State Libraries-----

4. Section

-----Administration-----

5. Unit

-----Library Annex-----

6. Location (address where employee works)

City County
Manhattan Riley

7. Type of Appointment (Circle)

Full Time **XX** Part Time 100 %

School Employee

Limited Term ending date (if applicable): *12-18 months* when project is completed.

H	13. Allocation	<i>Storekeeper Specialist</i>
U		
M	Supervisory Status:	<i>yes</i> no FLSA CODE: nonexempt <i>exempt</i>
A		
N		
R	14. Effective Date:	<i>1/30/09</i>
E	15. By:	<i>[Signature]</i> Approved: <i>KSJ</i>
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: 8:00 AM TO: 5:00 PM, Monday - Friday

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.)

K-State Libraries is transferring part of its collection from a local storage facility at 2323 Anderson Ave. Manhattan to a state-of-the-art storage facility located in Lawrence Kansas and known as the Regents Annex, in order to preserve the collection for posterity. This position is vital to the project because it provides a full-time presence in the local annex to oversee and perform shipping preparation and processing of various sorts, supervise student assistants and the facility in the absence of the project supervisor, and provide other services as needed.

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 Nelda J. Elder Title Assistant to the Dean of Libraries Position Number W0009573-6525

List other individuals who may provide input for evaluation purposes.

Name 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.

Once the employee is trained he/she works independently to complete tasks, consulting the supervisor when problems arise that he/she cannot solve. Keeps the supervisor informed of problems and the way they were resolved. Instructions and guidelines are taught as part of the training. The employee is expected to apply them to specific situations and use good judgment in deciding what to do. A shipment of 60 filled shipping carts takes place every two weeks. In general, new assignments do not occur very often but there will be variations within each two week period that the employee will be expected to deal with, using good judgment without consulting the supervisor each time.

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. | 60% | E | Participates in shipping library materials to the Regents Annex in Lawrence by pulling items from shelves, using a computer to correctly update the records for the items, packing items on shipping carts, shrink-wrapping each shipping cart, and assisting on shipping day with the removal of full carts and delivery of empty carts. Automatically reviewed for some errors in records by the automated process; most of the process is not reviewed after training period except at annual review. |
| 2. | 20% | E | Prepares materials for shipping by examining them for preservation treatment and tying, bagging, or wrapping items in too poor of condition to ship as is. Reviewed during training period and at annual review. |
| 3. | 10% | E | In coordination with supervisor, monitors supplies, equipment, building, and environment to maintain optimal workflows and a safe, secure, and comfortable workplace. |
| 4. | 5% | E | Supervises student assistants in absence of project supervisor (who is a .5 time employee) by participating in hiring, training, and monitoring their activities. |
| 5. | 5% | E | Performs miscellaneous tasks as needed, including managing the daily mail and materials deliveries, participating in planning activities, and maintaining an 8-5, Monday-Friday presence in Library Annex. |

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. (shared with supervisor)
 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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Shares supervision of 1 or 2 student assistants with the project supervisor.

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.

- If items are not correctly processed for shipping, they will not be retrievable when library patrons request them; it will be the same as if they were lost.
- If items are not correctly packed for shipping, they may be damaged in shipment resulting in discard or repair of library materials.
- If heavy shipping carts and book trucks are not correctly handled, injury to back or limbs could occur.
- If work is not completed at an adequate rate, shipments may not be ready by their bi-weekly deadlines.
- If students are not adequately supervised, work may be done poorly; injury could result if heavy shipping carts are not correctly moved and handled, or work might not be completed on time for shipment.

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

No regular contact with the public.

Contact with supervisor and student employees 3 to 5 days a week .

Contact with Library mail room personnel and Foundation custodial staff daily.

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

- The employee fills and moves book trucks and heavy shipping carts filled with books and lifts tubs of books sometimes weighing over 50 lbs.
- Environmental controls are not easily changed in the annex resulting in overly cold or warm working conditions.
- Books harbor dust and molds which can trigger allergies or asthma in sensitive individuals.
- Part of the work takes place in a basement storage area which is not finished to regular office specifications.
- The facilities are crowded with narrow aisles making it hard to get to the materials to be moved. Some items are shelved on high shelving which is hard to reach and may need to be accessed with a step ladder.

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

- Shoes with toes are preferred over sandals to protect feet from wheels and provide support when moving and lifting heavy items.
- Proper techniques for lifting and handling heavy loads.

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

- Book trucks and shipping carts are handled daily. They may weigh as much as 250 lbs. (estimated)
- Personal computers are used daily to update or correct records for items being shipped, for e-mail, word processing, and other library activities.

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 year of experience in storekeeping, including receiving, inspecting, cataloging, and storing goods and maintaining inventory records. 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).

- Takes considerable exertion. Must be able to handle heavy tubs of books, full book trucks, and shipping carts daily. Must be able to help load 60 large shipping carts onto a semi-trailer truck every two weeks.
 - Agility and ability to move books from both high and low shelves in tight quarters.
 - Ability to wrap shipping carts in shrink wrap before transport to the Regents Annex.
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29. PREFERRED QUALIFICATIONS AND SKILLS

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

Undergraduate degree or education or experience that facilitates an ability to understand the basic components of library material records in the Voyager system

Academic library work experience

Knowledge of the Voyager integrated library system, especially cataloging.

b) List preferred special knowledge, skills and abilities.

Good computer skills – comfortable using a computer to process shipments and to perform routine record maintenance in a complex software system; skill at using e-mail, the web, blogs, word processing in order to participate in the Library automated environment.

Good office and organizational skills

Ability to work accurately at a reasonable speed with excellent attention to detail

Good work ethic with an interest in performing high quality work

Dependable, with a regular and prompt attendance record

Ability to work independently and assume oversight for supervision and facility in the absence of the project supervisor

Communication and people skills to work successfully with other members of the annex team

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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