

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. 10% E Responsible for assisting the Coordinator in annual budget development and submitting the grant application to our federal partner at USDA and the Department of Defense. Manage the budget of the Fort Riley Extension Program by reviewing, approving, and making expenditures and by preparing budgets reports for the office. Communicate budget status to the Coordinator and advise him or her on the needs and issues of the departments. Update other faculty members regarding their individual budgets as needed.
2. 35% E Administer and oversees clerical support for the Coordinator, four extension agents, program and nutrition assistants. Provides direct administrative support to the Coordinator by keeping the Coordinator's schedule, preparing correspondence, agendas, and materials including administrative and public reports for reproduction and distribution. Author and disseminate correspondence on behalf of the Coordinator; proof, edit and require documents prepared to promote a positive public image of the K-State Research and Extension. Update and maintain the Fort Riley, K-State Research and Extension web pages.
3. 30% E Assign, review and evaluate the work of classified clerical support who are responsible for answering the telephone, distributing mail, receiving visitors, maintaining central files, supporting the program unit.
4. 20% E Prepare travel vouchers, personnel documents, and out of state travel requests. Coordinate the inventory of the department by interpreting state and university guidelines. Disseminate information to staff members regarding changes in federal, state, university and departmental policies, procedures and regulations. Schedule and maintain electronic calendar for the coordinator and office through use of electronic calendaring systems and PDA compatible software.
5. 5% E Other related duties as assigned by the Coordinator.

All duties require incumbent to act with a high level of independence and discretion, freeing the Coordinator to focus on leadership of the Fort Riley offices of K-State Research and Extension. Quality of work is of utmost importance. Confidentiality must be maintained at all times. Strong verbal and written communication skills are needed. Exceptional software skills for word processing, presentation programs, spreadsheets, data base and web site management. The Coordinator reviews all tasks periodically 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
Senior Administrative Assistant	W0043231
Senior Administrative Assistant	W0043232

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.

Inaccurate interpretation of policies or regulations would negatively impact the grant causing the loss of funding and image of K-State Research and Extension and the Fort Riley Extension Program. Inaccurate or untimely submission of personnel transactions can delay employee pay, negatively impact employee benefits, or results in overpayment of benefits which may be unrecoverable. Late submission of employee performance reviews may result in delay of salary increases or longevity bonuses for classified employees and may create undue hardships on the employee. Misinterpretation of personnel policy and law could result in lawsuits filed against the University and K-State Research and Extension. If meetings/appointments for the Coordinators are not properly and accurately scheduled and recorded it could result in the Coordinator missing critical appointments, thereby affecting the performance appraisal of the Coordinator and/or presenting a negative image of the department. Poor coordination or scheduling of training may cause confusion, missed opportunities, or program failure. Travel reimbursements not completed timely and accurately may adversely affect faculty and staff personal finances or departmental finances.

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

Daily contact is made with other KSU personnel, Fort Riley personnel, county agents, staff and others to accomplish reporting requirements of the position. Daily contact is made with co-workers to ensure smooth operation of the business office. Daily contacts are made with the general public, students, faculty, staff and state and university administrators in scheduling and coordinating calendars. Daily contact with the aforementioned is made when answering the telephone and ascertaining the nature of the callers' business and referring them to the appropriate individual. Frequent contact is made with faculty and staff in coordinating travel arrangements and interpreting or explaining departmental, university and state policies, procedures, and guidelines on various topics. Daily contact with faculty, staff and students is made in the general course of business.

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

There are no particular work environment hazards. However the nature of the responsibilities can result in stress. Continued use of computer can result in eye strain and also muscle strain from repetitive motion. Typical office environment hazards, risks, or discomforts. Contact with so many individuals increases chance of dealing with difficult individuals.

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

Desk chair and keyboard tray is adjustable to reduce risk of repetitive motion injury or back pain. Employees are advised on correct methods to lift. Employees are encouraged to attend ergonomics training and office ergonomics guidelines are review with employees to ensure their safety.

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

Multi-line phone
Printer
PC
10-key calculator
Copier
Fax

All equipment 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)

TW
Five years 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.

KSU Introduction to Supervision within six months of appointment.

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

Must be able to effectively communicate verbally and in writing.

29. PREFERRED QUALIFICATIONS AND SKILLS

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

A minimum of five years of experience in supporting executive level position with duties for administrative leadership, fiscal and personnel operations, employee supervision and training. Experience in state or educational business management, accounting, and personnel. Experience in military operations helpful.

b) List preferred special knowledge, skills and abilities.

Knowledge of proper English, spelling, punctuation, grammar and arithmetic. Ability to organize and prioritize, maintain office and university records, and effectively communicate. Must be self-motivated and maintain confidentiality. Accurate and quick typing skills and solid organizational skills are required. Knowledge of general human resource practices and law. Knowledge of university, state and federal policies, procedures and guidelines and the ability to effectively interpret, explain, and apply them. Positive and pleasant personality and a strong focus on proactive and friendly customer service.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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