DA 281-2
Rev. 4-13

State of Kansas - Department of Administration
OFFICE OF PERSONNEL SERVICES

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION XXX EXISTING POSITION

Agency Number: 288

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name **Kansas State Historical Society**	9. Position No. **K0129555**	10. Budget Program Number 49701	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) **Public Service Executive I**	
3. Division **Cultural Resources**		12. Proposed Class Title	
4. Section **Historic Sites**	For	13. Allocation	
5. Unit	Use	14. Effective Date	Position Number K0129555
6. Location (address where employee works) City **Topeka** County **Shawnee**	By	15. By / Approved	
7. (circle appropriate time) **XX Full time** **XX Perm.** Inter. Part time Temp. %	Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 a.m. To: 5:00 p.m.	Office	17. Audit Date: By: Date: By:	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate 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 this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
	Public Service Executive II (Division Director)	**K0061568**

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
	Public Service Executive II (Division Director)	**K0061568**

20. a) How much latitude is allowed employee 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.

Goals and objectives are set in conjunction with the Division Director (PSE II). Assignments are given in terms of the expected outcomes with the employee having a great deal of latitude to determine the methods and details of implementation.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing 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 (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity 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, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		This position requires knowledge of professional historic sites practices, procedures, and techniques, a knowledge of American and Kansas history, knowledge of sources, methods, and techniques used in historical interpretation, and knowledge of the principles and practices of management and supervision.
1. 30%	E	**1. Supervision 30%** a) Oversees and coordinates the recruitment and training of Historic Sites Curators, Education and Information Representatives, tour guides, alternates and interns (collectively called Sites staff). b) Travels at least quarterly to each historic site to establish and maintain excellent communications between the central office and each site. c) Develops and establishes standards to evaluate the effectiveness of staff within the policies and procedures of the state and the agency. Designs initiatives to assist staff in developing and improving their job skills. d) With guidance from the Division Director, institutes necessary changes in procedures at the historic sites so that each runs efficiently and smoothly. e) Ensures all work at the historic sites complies with state and agency policies.
2. 20%	E	**2. Community Liaison 20%** a) Guides the Sites staff in working with local community support groups by providing training and developing plans to cultivate local support for each site. b) Develops volunteer recruitment and training programs specific to each site in collaboration with Sites staff. c) Explains and interprets state and agency policies and procedures to the local community support groups and solves special problems related to community relations at each site. d) Coordinates with Sites staff and local community groups about legacy festivals and events held at the State Historic Sites.
3. 20%	E	**3. Programming and Interpretation 20%** a) Coordinates with Museum and Education Division staff to ensure that exhibits at each historic site are reviewed regularly and prioritized appropriately for updates. b) Maintains communication with Museum and Education Division staff to track progress of such updates as well as repairs to exhibits when necessary. c) Facilitates communication between Museum and Education Division staff and Sites staff on researching, writing, and developing interpretative programs and tours (Educational/Informational Representative II positions) or presenting programs that have been prepared for the site (Educational/Informational Representative I positions). d) Works directly with Sites staff (Educational/Informational Representative II positions) to help them develop programming for their site (i.e., lectures, film viewings, demonstrations, workshops, etc.) or schedule/conduct programming as developed by others (Educational/Informational Representative I positions).

4. 15%	E	**4. Budget 15%** a) Oversees and manages annual budget for the operations of the historic sites by training and supervising Sites staff on the management of individual budgets. b) Approves all expenditures for operating the sites through SMART and Historical Foundation systems. c) Assists the Division Director in obtaining private and grant funds to augment the base budget of the sites and/or address specific project or programming needs. d) Works with the Division Director to prepare preliminary budget requests for the consideration of the agency Executive Director. e) Consults with the Agency Architect, Division Director, and Executive Director on the 5-year capital improvement plan.
5. 10%	E	**5. Preservation 10%** a) Maintains a basic understanding of the Secretary of the Interior's *Standards for the Treatment of Historic Properties* to facilitate communication with appropriate staff in the State Historic Preservation Office regarding physical changes to the sites. b) Notifies the Agency Architect of observed problems at the site (i.e., leaking roof, broken window, rotten porch flooring). c) Facilitates training of Sites staff to also observe sites for preservation issues and report accordingly. Ensures that Sites staff are aware of the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and know who to contact for guidance.
6. 5%	M	**6. Other Duties as Assigned 5%** a) Promotes public awareness of the state historic sites in collaboration with the agency's marketing team. b) Interfaces with the agency's information technology staff to gather data, study processes, and identify problems to ensure the sites are utilizing technology as both an analytical and interpretive tool. c) Prepares and directs the preparation and maintenance of necessary records and reports regarding the historic sites in compliance with agency policy. d) Works alternate hours when necessary.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
(XX) Plans, staffs, evaluates, and directs work of employees of a work unit.
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by the employee on this position.

Name	Title	Position Number
	Title	Position Number
	Ed/Info Rep. I	**K0240299**
	Ed/Info Rep. I	**K0240297**
	Ed/Info Rep. I	**K0219701**
	Ed/Info Rep. I	**K0221584**
	Ed/Info Rep. I	**K0233173**
	Ed/Info Rep. I	**K0240164**
	Ed/Info Rep. I	**K0238004**
	Ed/Info Rep. II	**K0073670**
	Ed/Info Rep. II	**K0240298**
	Sites Curator I	**K0044720**

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.
(XX) Major program failure, major property loss, or serious injury or incapacitation.
( ) Loss of life, disruption of operations of a major agency.
Please give examples.

Work is occasionally reviewed and, therefore, errors are difficult to detect until major program failure, or serious public relations problems occur. The employee is responsible for the operation of the division's most visible component-the sites themselves, which are spread across the state. Errors could result in wasted funds, delayed or ineffective public programs, or an uninformed, disinterested public creating serious community relations problems. Failure to keep to project schedules will affect operations of other agency divisions, especially the Museum and Education who are involved in many site programs. Failure to effectively handle project management and communications between staff in a professional, courteous, and prompt manner would result in major program failure.

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

Contacts are made daily with the public, other employees, volunteers, and officials. The employee shares the responsibility of representing the division and agency at public events. Public relations responsibilities require this employee to have occasional (weekly) contacts with media representatives.

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

In working with historic sites (buildings, grounds, and artifacts) the employee may contact hazardous materials and situations such as lead paint, asbestos, fiberglass, molds, glues, heights, cramped spaces, poor lighting, and poor ventilation. The sites are spread across the state, so the employee will spend many hours in vehicles traveling interstates, highways, and county roads. Assisting with site programming may require lifting of tables, chairs, and other equipment. Occasional use of hand-held tools such as a hammer, chisel, knife, or electric drill may be necessary. Stress levels are sometimes high due to a heavy schedule of public site programs and activities.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily- computer, telephone, photocopier
Frequently-vehicle, camera, calculator
Occasionally-AV equipment, hammer, chisel, knife, moisture meter, ladder, electric drill

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General -----Must possess the following:

One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Preferred: Master's degree in American history, museum science, anthropology, American studies, education, folklore, historical administration, or equivalent degree preferred.

Licenses, certificates and registrations

Valid driver's license

Special knowledge, skills and abilities

Leadership ability at the supervisory level. Must be able to communicate effectively both verbally and in writing and deal with the public and staff harmoniously. Prefer experience with managing or operating a historic site.

Experience - length in years and kind

Preferred: four years of experience in a historical society, museum, or historic site with at least one year in administration and supervision of personnel.

28. **SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must be able to travel on overnight trips. Must be able to access stairs, ladders, and, upon occasion, attics, crawl spaces, and other small or cramped spaces.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or Appointing Authority Date