

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 EXISTING POSITION

Agency
Number

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. K0073281	10. Budget Program Number 01031	
2. Employee Name (leave blank if position vacant) Vacant		11. Present Class Title (if existing position) Procurement Officer I		
3. Division Administration		12. Proposed Class Title		
4. Section Fiscal	For	13. Allocation		
5. Unit Procurement		Use	14. Effective Date	
6. Location (address where employee works) City Topeka County Shawnee		By	15. By	Approved
7. (circle appropriate time) Full time x Perm. x Inter. Part time Temp. %		Personnel Office	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 A.M. To: 5:00 P.M.			17. Audit Date: By: Date: By:	

Position
Number

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

Accountant III

K0041955

Who evaluates the work of an incumbent in this position?

Name Title Position Number

Same

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.

Employee works independently to complete all duties, using state accounting and purchasing procedures as guidelines. Work is assigned through written procedures for the processing of purchase orders and agency contracts, and through written and/or verbal instructions from supervisor or management staff. Position discusses problems and possible solutions with supervisor.

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	
30%	E	Procurement – Receives all agency purchase order for services, supplies and/or equipment, reviews to determine type of order, i.e. open-end contract, bid items, and/or contractual services. Follows state purchasing guidelines in completion of orders. Confers with agency staff and Division of Purchasing to resolve problems and/or to verify information concerning orders. Communicates with vendors to determine the best and most cost-effective product available. Oversees preparation of orders, verifies accuracy of content, documents the status of pending purchase orders and contacts staff/vendors to resolve problems in a timely manner. Forwards proper documentation to accounts payable for timely payment. Advises supervisor of problem areas relating to purchasing, i.e. state regulations, product availability and quality.
20%	E	Contract Management – Initiates, reviews, coordinate and manages agency contracts. Works with and assists staff members in the preparation of specifications for contracts unique to the agency. Coordinate the preparation of agency specific contracts between the agency, Division of Purchasing and vendors. Reviews all contracts for form and content.
10%	E	3rd Party – Coordinates 3 rd party events at the Kansas Historical Society. Promotes the Kansas Historical Society within the community as a viable option for private events. Develop and execute contracts and schedule individual events at the Historical Society. Supervise temporary administrative assistants that act as a liaison and host for the agency at events. Backs up and assists the administrative assistants when needed in hosting at events. Coordinate with custodial staff the setup and breakdown of all 3 rd party events. Occasional weekend and evening attendance required to support events and mentor administrative assistants.
15%	E	Stockroom/Mailroom – Supervises the operation of the agency stockroom/mailroom. Orders all supplies for the stockroom based on requests submitted by agency staff. Ensures that stock is maintained at working levels and that all incoming requests for supplies and orders are filled promptly. Manages all incoming and outgoing mail for the agency, including packages for individual programs within the agency.
10%	E	Inventory/Asset Management – Maintains the agency inventory system on SMART(Statewide Management, Accounting and Reporting Tool) by entering additions, deletions and corrections on a regular basis. Reconciles the capital outlay report from SMART, and the annual physical inventory of the Museum of History, Research Center, and historic sites. Completes and submits all inventory reports and Disposition of Property forms as required by the Department of Administration, Division of Accounts and Reports. Conducts annual agency-wide physical inventory to verify the accuracy of property records on the database. Meets with staff from the Department of Administration to audit and review the inventory listing and procedures for maintaining the inventory.
10%	E	Vehicle Management – Maintain and track agency fleet vehicles. Create, monitor and maintain individual vehicles through scheduled maintenance and tracking. Management vehicles logs and log books, including monthly reconciliation of Wright Express fuel cards, Visa cards and reporting departmental mileage usage. Registration of vehicles annually on Vtrack system for the Department of Administration.
5%	M	Misc. -- Filing and other duties as assigned.

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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.
 - 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 employee on this position.

Name	Title	Position Number
	Administrative Assistant(Temp)	K0209349
	Administrative Assistant(Temp)	K0218672

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 healthy 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.

Failure to fill purchase requests promptly and accurately could result in the agency being unable to meet established goals or deadlines. Deadlines may be associated with the public opening of exhibits. Purchase delays can also result in backlogs for agency staff to perform their duties.

Failure to meet deadlines may cause a loss of private and public funds to assist the agency in programming and other projects to promote the goals and mission of the agency.

Failure to accurately schedule 3rd party events could lead to funding loss and program failure.

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

Communicates daily with agency employees, vendors, State Division of Purchasing staff to determine the purchasing needs of the agency and how best to accomplish those needs.

Communicates daily with public to schedule private 3rd party events at the historical society. Occasionally communicates at promotional events to enhance the use of the historical society as an alternative meeting/event location within the community.

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

Eyestrain from use of personal computer.

Negative feedback by 3rd party clients when the delivery and execution of services is not up to their standards.

Stress resulting from deadlines for completion of exhibits, projects and reporting requirements. The volume of workload is heavier at certain periods of the year, such as fiscal closing.

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

Microcomputer – daily
10-key Calculator – daily
Telephone – daily
Copier - daily

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.

One year of experience in procuring commodities and services which includes preparing order specifications, estimates, bids, contracts and awarding contracts. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Prefer Bachelor Degree in Business Administration or related field.

Licenses, certificates and registrations

Special knowledge, skills and abilities

- Knowledge of basic business principles
- Knowledge of state contracting laws, regulations and procedures
- Knowledge of modern office methods, equipment and practices
- Knowledge of purchasing methods and procedures
- Ability to gather information regarding the type and specifics of merchandise needed by the agency
- Ability to establish and maintain effective working relationships with vendors, department officials and the public
- Ability to present detailed reports of findings and recommendations, both orally and in writing.

Experience - length in years and kind

One year of experience in procuring commodities and services which includes preparing order specifications, estimates, bids, contracts and awarding contracts.

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.

candidate must be able to lift 60 lbs - box of paper multiple times a day

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or Appointing Authority _____ Date _____