Geologist III in the Kentucky Geological Survey
SAMPLE

**Essential Functions:** Research and Public Service – conduct applied geospatial research studies; coordinate compilation of research databases; respond to public requests for information; prepare reports and communications about research findings.

**Job Standards:**
- Stays on agreed-to time line.
- Work done is relevant and applicable for the target audience (whatever customer might be using it – and/or as defined in the grant).
- Research is accurate (maps produced are true to the data they represent, follows defendable protocol when conducting and documenting research).
- Work produced contributes to the knowledge base at the Survey (includes developing/expanding data bases, allows the Survey to speak better to existing audiences and/or to broader audiences, i.e., allows the Survey to better answer questions and requests.).
- Formats and data for databases are clear and user friendly and useful (users are able to locate it, find the data they need, apply it and understand its implications).
- Always clarifies customer’s needs to make sure they get what they need in a timely and cost effective way (i.e., helps customers avoid needless expense, useless data and frustration). Refers customer requests when request is beyond employee’s expertise.
- Able to fulfill all assigned types of public requests (maintains familiarity with existing databases, publications and software so that customer requests can be met with minimum involvement of other KGS personnel.).
- Reports and publications are target audience appropriate, submitted within agreed to time frame, and adhere to KGS and/or sponsor guidelines.

**Percent of Time:** 50%

**Essential Functions:** Supervisory – Provide daily supervision of project team members; provide formal and informal training for staff members; serve as resource to staff; delegates and coordinates completion of component tasks; provides feedback to staff

**Job Standards:**
- Answers staff questions quickly, clearly and accurately.
- Optimizes use of personnel for completion of the task (considers commitments and expertise of the staff and distributes work accordingly).
- Provides staff with clear, achievable goals and deadlines; checks to ensure staff members understand their role and responsibilities on the project. Feedback to staff is accurate, useful and constructive.
- Methods and concepts for completing the task are clearly explained in training.

**Percent of Time:** 15%

**Essential Functions:** Program Management and Development – develop research proposals for identified funding sources; explore and develop new programs; expand the visibility and recognition of Kentucky Geological Survey; monitor personnel, budgets and time line for funded projects.

**Job Standards:**
- Makes contacts beyond the traditional audiences for the Survey.
- Produces research funding proposals that meet University and Sponsor guidelines.
- New programs add to the knowledge base of the Survey within the guidelines of the KGS mission statement.
- Takes advantage of opportunities to speak or publish when to expand the visibility and recognition of KGS.
- Reviews budgets monthly and initiates corrective actions as necessary

**Percent of Time:** 35%