

Kansas Geological Survey (KGS)  
Kansas Geologic Sample Repository  
University of Kansas  
Wichita, KANSAS

**POSITION ANNOUNCEMENT**

**POSITION TITLE:** Manager, Kansas Geologic Sample Repository

**KU TITLE:** Program Manager (000687)

**APPLICATION DEADLINE:** Review begins **January 25, 2021**, and will continue until a qualified pool of candidates is received.

**TENTATIVE START DATE:** **February 22, 2021**, exact start date is negotiable.

**SALARY, EMPLOYMENT STATUS, AND FRINGE BENEFITS:** Full-time position with benefits, subject to annual review. Salary range is \$60,000 to \$70,000, commensurate with qualifications and experience.

**POSITION OVERVIEW:**

Manage the Kansas Geologic Sample Repository (KGSR) operations and represent the Kansas Geological Survey (KGS) as an extension of the activities in the Lawrence office. The KGSR has three full-time staff and two part-time temporary staff. The Manager develops and participates in research and service projects as appropriate, utilizing contacts with the public and industry to identify opportunities and relevant problems to be solved. The Manager is active with KGS administration in Lawrence to ensure coordination between offices.

**RESPONSIBILITIES:**

**25% Administration/Management of the KGSR Facility:**

- Manage the daily operations and administration.
- Develop, prepare, and monitor the annual operating budget.
- Identify facility maintenance and equipment replacement needs, and work with the Lawrence office to initiate and carry out steps for improvements.
- Maintain communication with the Lawrence office, including attendance at monthly management team meetings.
- Develop and institute policies and procedures to maximize service and efficiency in the KGSR operations.
- Develop and prepare statistical spreadsheets and graphs reflecting KGSR use, collection growth, and revenue collected. Compile this information in an annual report.
- Maintain a current website in coordination with the Lawrence office.

**25% Supervision of the KGSR Facility:**

- Supervise office staff in accounting practices and procedures to ensure accuracy and efficiency in financial transactions.
- Supervise and train staff in sample preservation techniques to ensure proper curation of formation samples.
- Supervise KGSR staff and prepare annual evaluations.
- Maintain communications and coordinate with KGS Human Resources director concerning staff, new hires, hiring and termination of employees.

**20% Research and Technology Transfer:**

- Represent the Kansas Geological Survey in the local and professional communities in Wichita and the surrounding area, including representation in governmental organizations.
- Foster opportunities for research and service.
- Make presentations and prepare reports on geological topics, as appropriate.
- Assist professionals and the public with literature searches, sample examinations, and Kansas natural resources.
- Participate in relevant research and technology transfer in collaboration with the Lawrence office.

**30% Service:**

- Provide natural resources information in response to public, corporate, or governmental inquiries.
- Present and participate in public events.
- Prepare flyers or web-based information on popular topics to aid in service activities.
- Answer media inquiries as appropriate.
- Serve on technical and professional internal and external committees.

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree in the geosciences or closely related field.
2. Five years' experience in the geosciences or closely related field.

3. Two years' management and supervisory experience.
4. Experience providing information and service to the public.
5. Technical skill and experience with Microsoft Windows hardware and software.
6. Demonstrated record of written and oral presentations as evidenced by information in application material.

**PREFERRED QUALIFICATIONS:**

1. Advanced degree in geosciences or closely related field.
2. Five or more year's management and supervisory experience.
3. Technical skill managing and troubleshooting local area network, workstations, network server, WIFI mesh, and associated switch, router, gateway, cable modem.
4. Experience addressing petroleum-related and scientific inquiries.
5. Working knowledge of Kansas geology.
6. Experience with preservation of geologic samples or other research samples.
7. Working knowledge of inventory management to include receiving, storage and retrieval processes.
8. Demonstrated ability to work with groups outside the scientific community, such as state and local government officials, educators, industry representatives, and the public.
9. Demonstrated ability to organize, complete, and present technical projects.
10. Demonstrated ability to obtain funding for research or service activities.
11. Demonstrated ability to work collaboratively.

**APPLICATION PROCEDURE:**

Apply online only at <http://employment.ku.edu/staff/18234BR>. Complete the University of Kansas Unclassified Professional Staff profile and upload the required material:

1. Cover letter addressing the required and preferred qualifications and position requirements.
2. Resume.
3. Contact information for three professional references.
4. Unofficial college transcripts to meet education requirement, if applicable.

**Review begins January 25, 2021**, and will continue until a qualified pool of applicants is received. For best consideration apply by the review date above.

**CONTACT INFORMATION:**

Annette Delaney, Kansas Geological Survey, University of Kansas. [adelaney@ku.edu](mailto:adelaney@ku.edu) or 785-864-2152.

**KANSAS GEOLOGICAL SURVEY:** The Kansas Geological Survey (KGS) is a research and service division of the University of Kansas that investigates and provides information about the state's geologic and groundwater resources. The KGS has no regulatory authority and does not take positions on natural resource issues.

KGS scientists pursue research related to surface and subsurface geology, energy resources, groundwater, and environmental hazards. They develop innovative tools and techniques, monitor earthquakes and groundwater levels, investigate water-quality concerns, and map the state's surface geology. Their analyses, findings, and data are shared with the scientific community and general public through publications, online resources, and presentations. The KGS also houses thousands of oil and gas and water well records filed with the state over several decades as well as thousands of rock cores and cuttings brought to Earth's surface during oil and gas drilling.

The main headquarters of the KGS is in Lawrence on the west campus of the [University of Kansas](#), and the [KGS Well Sample Library](#) is in Wichita. Between the two locations, the KGS has a staff of approximately 115 employees, including 35 student employees. The KGS reports to the [Vice Chancellor for Research](#) at the University of Kansas and has a 12-member [advisory council](#) to provide review and guidance.

[More...](#)

**LAWRENCE:** A city of approximately 95,000, Lawrence is located on a rolling landscape 35 miles west of the major metropolitan area of Kansas City and 20 miles east of Topeka, the state capital. Home to [Haskell Indian Nations University](#) (<http://www.haskell.edu>) as well as KU, Lawrence offers the cultural and athletic events of a university setting. For more information on Lawrence, please visit the [Lawrence Convention and Visitors Bureau](#) (<http://www.visitlawrence.com>), the [Lawrence CyberVillage](#) (<http://www.ci.lawrence.ks.us>), or the [City of Lawrence](#) (<http://www.lawrenceks.org>) web pages.

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