

Introduced by: Smith, Sprague  
Date: 04/21/09  
Hearing: 05/19/09  
Action: Enacted  
Vote: 7 Yes, 2 No, 0 Absent

**KENAI PENINSULA BOROUGH  
ORDINANCE 2009-24**

**AN ORDINANCE AMENDING KPB CHAPTER 3.04, PERSONNEL, TO REQUIRE THAT QUALIFICATIONS AND JOB DESCRIPTIONS FOR CERTAIN ADMINISTRATIVE POSITIONS BE APPROVED BY THE ASSEMBLY AND THAT VACANCIES FOR SUCH POSITIONS SHALL BE PUBLICLY ADVERTISED PRIOR TO BEING FILLED**

**WHEREAS,** Chapter 3.04 of the Borough Code of Ordinances governs the employee classification and pay system; and

**WHEREAS,** it establishes three classifications of employees: the classified service which are all salaried and hourly paid personnel not designated as "legislative" or "administrative"; the legislative service consists of employees of the assembly performing staff functions of a legislative nature; and the administrative service which includes full-time paid staff who are department heads and certain positions that are administrative, professional, sensitive, or confidential in nature; and

**WHEREAS,** as currently written, the code provides that the assembly approves all employment positions but does not address approval of job qualifications or descriptions; and

**WHEREAS,** public advertising for administrative positions is not required by code, and the best interests of the borough would be served by requiring public advertising for such positions except for the chief of staff and special assistant to the mayor who work closest with the mayor; and

**WHEREAS,** revising the code to require assembly approval of job descriptions, qualifications, and public advertising of certain administrative positions would help to ensure borough residents of an open public process where high standards are maintained, the most qualified candidates are hired to serve the public, and that all qualified candidates have an opportunity to apply for open positions;

**NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:**

SECTION 1. That KPB 3.04.115 is hereby enacted as follows:

**3.04.115. Administrative positions of employment—Job descriptions and advertising.**

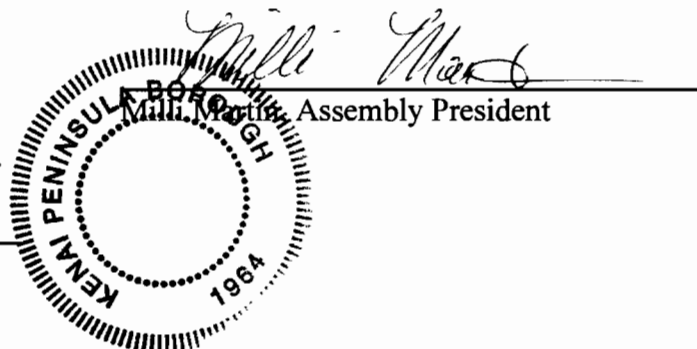
- A. The assembly shall authorize, either through the borough's approved annual budget, or by resolution, all positions of employment in the administrative service. The mayor or any administrative officer designated by the mayor shall make each appointment in the administrative service from among the top candidates who have qualified for that appointment and who have met minimum qualifications. A list of all approved administrative positions shall be maintained in the borough office of human resources including the job description for each such position. Prior to inclusion in that list, the borough assembly shall first approve by resolution the minimum qualifications for each such position. This requirement does not apply to the chief of staff and the special assistant to the mayor.
- B. The job descriptions and the qualifications for all administrative positions must be approved by the assembly by resolution.
- C. When a vacancy occurs or is expected to occur in an administrative position, the mayor's office shall advertise for persons to fill the position for a minimum period of two weeks in newspapers of general circulation published in the Kenai Peninsula Borough, on the borough Website, and through any and all other means reasonably deemed by the mayor to solicit qualified applicants.

SECTION 2. That this ordinance takes effect immediately upon its enactment.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 19TH DAY OF MAY, 2009.**

ATTEST:

  
John Blankenship, Borough Clerk



Yes: Knopp, Long, Smalley, Smith, Sprague, Superman, Martin  
No: Fischer, Pierce  
Absent: None