

Introduced by: Mayor
Date: September 4, 1984
Vote: 14 YES, 2 NO
Action: ADOPTED

KENAI PENINSULA BOROUGH
RESOLUTION 84-152

A RESOLUTION TO AMEND THE JOB TITLE AND DESCRIPTION OF THE CIVIL DEFENSE/PERSONNEL SECRETARY OF THE KENAI PENINSULA BOROUGH TO THE OFFICE OF EMERGENCY MANAGEMENT SECRETARY.

WHEREAS, the duties and responsibilities of the Civil Defense/Personnel Officer have been separated.

WHEREAS, the Office of Civil Defense has been re-designated the Office of Emergency Management.

WHEREAS, the Office of Emergency Management has been given the responsibilities and duties of the Civil Defense Office.

WHEREAS, the office of Emergency Management requires a full time secretary in order to conduct an efficient office by providing clerical and minor administrative support.

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

Section 1. That the Kenai Peninsula Borough's job description for the Civil Defense/Personnel Secretary is amended as follows:

Position Description: Office of Emergency Management Secretary

Service Type: Administrative

Definition:

Under the general direction and supervision of the Director, Office of Emergency Management, the Office of Emergency Management Secretary schedules appointments, gives information to callers and otherwise relieves the official of clerical work and minor administrative and business detail.

Minimum Qualifications:

Qualifications for this position includes graduation from an accredited high school or GED equivalent and two (2) years secretarial experience (twenty-one semester hours academic work in office procedures may be substituted for one years experience). This position also requires a demonstrated ability to type at 70 wpm with 4 or less errors in 100 words, legible handwriting, operation of a 10 key calculator and familiarity with computer terminals. Finally, an ability to work with minimum supervision is required.

Responsibilities:

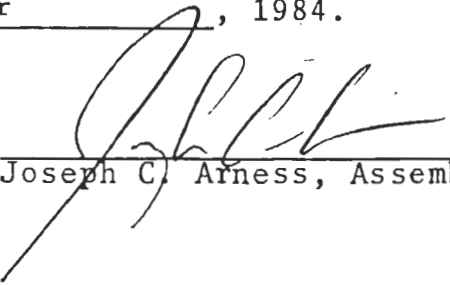
1. Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
2. Takes dictation by machine and transcribes notes on typewriter, or word processing equipment. May additionally transcribe from voice recordings.
3. Composes and types routine correspondence.
4. Files correspondence and other records.
5. Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
6. Schedules appointments for employer.
7. Greets visitors, ascertains nature of business, and conducts visitor to employer or appropriate person.
8. Arranges travel schedule and reservations.
9. Compiles and types statistical reports.
10. Completes radio communication checks.
11. Performs accounting procedures on departmental projects.
12. Bills the State and Federal Government for matching fund projects and grant monies.
13. Performs as dispatcher for the Message Center during an emergency/disaster.
14. Types all plans prepared by the Office of Emergency Management for local entities.
15. Initiates warning procedures in the absence of the Director.
16. Any additional duties that may occur as a result of the work load of the Office of Emergency Management and/or assigned by the Director.

Examination:

Typing test as required.

Section 2. That this resolution takes effect upon adoption by the Assembly.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 4th DAY OF September, 1984.



Joseph C. Arness, Assembly President

ATTEST:



BOROUGH CLERK

