

Introduced by: Mayor .
Date: November 3, 1987
Vote: UNANIMOUS
Action: ADOPTED

KENAI PENINSULA BOROUGH
RESOLUTION 87-100

ESTABLISHING THE POSITION OF ADMINISTRATIVE ASSISTANT, DELETING THE POSITION OF ADMINISTRATIVE OFFICER, AND TRANSFERRING PERSONNEL SERVICES FUNDS TO THE OFFICE OF THE MAYOR.

WHEREAS, a reorganization of the Office of the Mayor's staff would provide for a more efficient and effective borough administration; and

WHEREAS, the Mayor, rather than the Administrative Officer, will directly supervise all borough departments; and

WHEREAS, the position of Administrative Assistant functioning as the Mayor's confidential assistant in a wide variety of administrative and legislative matters will be necessary; and

WHEREAS, a temporary Management Assistant will assist the Mayor in a wide range of managerial matters for a period of approximately six months; and

WHEREAS, funding for the Administrative Assistant and temporary Management Assistant can be transferred from other departments' budgets, with no additional fiscal appropriations;

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

Section 1. That the position of Administrative Assistant, with a maximum salary of \$38,000 per year is established as a permanent position in the Office of the Mayor retroactive to October 19, 1987 and that the attached job description is approved and incorporated by reference.

Section 2. That the position of Administrative Officer is deleted effective April 1, 1988.

Section 3. That funds from the following Public Works personal services accounts in the amounts indicated:

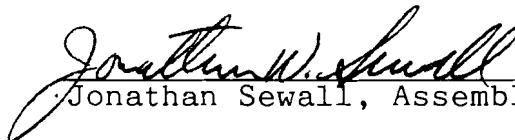
100-311010-40110	Regular Wages	\$35,000.00
100-311010-40210	FICA	\$ 3,676.00
100-311010-40221	Employee Retirement	\$ 100.00
	TOTAL	<u>\$38,776.00</u>

are hereby transferred to the following personal services accounts in the Mayor's Office in the amounts indicated:

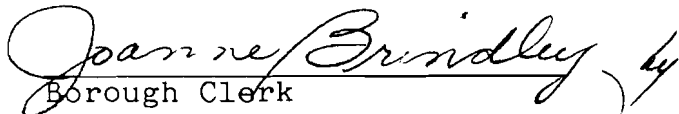
100-112010-40120	Temporary Wages	\$35,000.00
100-112010-40210	FICA	\$ 3,676.00
100-112010-40321	Health Insurance	\$ 100.00
	TOTAL	<u>\$38,776.00</u>

Section 4. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS
3rd DAY OF November, 1987.


Jonathan Sewall, Assembly President

ATTEST:


Borough Clerk


Catherine P. HeLuce, Dep. Clerk

Position Description: Administrative Assistant

Service Type:

Definition: Under the direct supervision of the Mayor, the Administrative Assistant functions as the Mayor's confidential assistant in a wide variety of administrative and legislative matters.

Minimum Qualifications: Bachelor's degree in a related field and at least two years of experience in a governmental function which provided a strong background and knowledge of governmental and legislative entities, their organizations and their activities. Must have strong verbal and written communication skills, be able to travel extensively, and possess a valid, unrestricted Alaska driver's license.

Responsibilities:

1. Acts as a liaison between the Kenai Peninsula Borough administration and elected officials, legislative bodies, governmental entities, and community organizations. Represents the Mayor at various functions and meetings.
2. Coordinates activities of borough departments related to local, state, and federal legislation.
3. Communicates information to the general public on borough programs, goals, accomplishments, and points of view.
4. Develops recommendations, policy statements, and legislation for consideration by the Mayor.
5. Performs studies, compiles statistics, and produces reports on a variety of subjects as assigned.
6. Other related duties as assigned.

Acknowledgement

I understand the duties of my position as contained in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____