

Introduced by: Mayor and  
Request of CPEMS Board  
Date: February 19, 1991  
Vote: UNANIMOUS  
Action: ADOPTED

KENAI PENINSULA BOROUGH

RESOLUTION 91-20

DELETING THE SECRETARY/EMT/FIREFIGHTER POSITION AND  
ESTABLISHING A SECRETARY POSITION FOR THE CENTRAL PENINSULA  
EMERGENCY MEDICAL SERVICES

WHEREAS, the secretarial position for the Central  
Peninsula Emergency Medical Services currently has the added  
duties of responding to fire and emergency medical calls; and

WHEREAS, the Central Peninsula Emergency Medical Services  
Board wishes to streamline this position to perform  
secretarial but not emergency response duties; and

WHEREAS, the position is currently vacant and no employee  
will be adversely affected; and

WHEREAS, this change will result in a personnel cost  
savings of approximately 30%;

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

Section 1. That the position of Secretary/EMT/  
Firefighter for Central Peninsula Emergency Medical Services  
is deleted.

Section 2. That the position of Secretary - CPEMS (Range  
J) is established and the attached job description is approved  
and incorporated by reference.

Section 3. That this resolution takes effect immediately  
upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON  
THIS 19th DAY OF February 1991.

Betty J. Glick  
James W. Skogstad Assembly President

Vice President

ATTEST:

Janet A. Sumey  
Janet A. Sumey, Borough Clerk

Position Description: Secretary - CPEMS

Service Type: Classified - Range J

Definition: Under the general direction and supervision of CPEMS Director, the Secretary - CPEMS schedules appointments, gives information to callers, transcribes, types and otherwise relieves officials of clerical work and minor administrative business details.

Minimum Qualifications: High school diploma or GED; three years of secretarial experience; type 65 wpm; legible handwriting; and ability to operate ten-key calculator and computer terminals and related software. Experience in bookkeeping or basic accounting is desirable.

Responsibilities:

1. Reads and routes incoming mail.
2. Transcribes from voice recordings.
3. Files correspondence and other records.
4. Answers telephone and greets visitors; ascertains nature of business and refers to appropriate official or handles the matter appropriately.
5. Schedules appointments for employees.
6. Arranges travel schedules and reservations.
7. Compiles and types a wide variety of material including statistical reports.
8. Maintains bookkeeping and payroll accounts for department.
9. Monitors accounts payable, purchase orders, budgets; prepares budget revisions, records of maintenance, vehicle expenses, work orders, purchase requisitions; and orders materials and supplies as required.
10. Maintains records on CPR and First Aid classes taught, burning permits, etc.
11. Schedules the use of building and sign board for community use.
12. Attends and transcribes minutes for board meetings, prepares agenda, distributes materials and maintains all records.
13. Checks time sheets (ascertains correct rate of pay for each run, etc.), prepares time cards, runs record sheets and maintains overtime and call-back records.
14. Monitors emergency radio when necessary.
15. Other related duties as assigned.