

Introduced by: Brown
Date: 1/20/98
Action: Adopted
Vote: 6 Yes, 1 No, 1 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 98-004**

**A RESOLUTION MODIFYING STAFFING
IN THE BOROUGH CLERK'S DEPARTMENT AND ESTABLISHING
A NEW MAXIMUM SALARY FOR THE DEPUTY BOROUGH CLERK**

WHEREAS, the deputy borough clerk will manage and more closely monitor the day-to-day activities of the records center; and

WHEREAS, the records supervisor position is a duplication of supervisory duties; and

WHEREAS, the secretary in the clerk's office will be given additional duties;

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

SECTION 1. That the position of secretary - clerk's office (range J) is deleted and an administrative assistant - clerk's office (range L) is established.


SECTION 2. That the position of records/micrographics supervisor is deleted and an additional records/micrographics technician job is established.

SECTION 3. That the maximum annual salary for the deputy borough clerk is increased to \$45,000.

SECTION 4. That the attached job descriptions for borough clerk, deputy borough clerk, administrative assistant - clerk's office, and records/micrographics technician are approved and incorporated by reference.

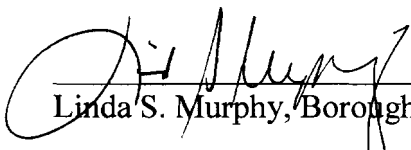
SECTION 5. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 20TH DAY OF JANUARY, 1998.



Jack E. Brown, Assembly President

ATTEST:



Linda S. Murphy, Borough Clerk

Position Description: Borough Clerk

Service Type: Legislative

Definition: The borough clerk is appointed by the borough assembly (KPB 22.10.020) and performs such duties as are defined by state statute and borough ordinances and as directed by the assembly. Areas of responsibility include administration of legislative functions, elections and the records management division.

Minimum Qualifications: Degree in Public Administration or a related field and seven years experience in local government, including at least 4 years supervisory experience. Experience may be substituted for education on a 2 year for 1 year basis. A working knowledge of borough, state and federal laws and regulations; the Alaska Administrative Code; and Alaska Public Offices Commission Regulations is essential. Incumbent must possess a demonstrated ability to supervise, exercise leadership, and maintain effective working relations with the mayor, assembly, other borough officials, employees and the general public. Possession of professional certification with the International Institute of Municipal Clerks (IIMC) is preferred at appointment and must be attained within 3 years of appointment.

Essential Functions:

1. Working closely with the Deputy Clerk, supervises all clerk's office, elections and records management division personnel including the hiring of staff, assigning specific duties, completing and presenting performance evaluations and undertaking any disciplinary actions necessary.
2. Develops and assigns workload priorities; determines time lines for task completion and identifies essential inter-relationship between tasks of all office personnel.
3. Attends assembly meetings and hearings and keeps journal.
4. Prepares agendas and packets for assembly meetings and gives notice of the time and place of meetings to the public and other governmental agencies. Assures compliance with requirements for public meetings.
5. Supervises municipal elections and assists with state elections.
6. Acts as liaison between the assembly, administrative departments, state and federal agencies, and the general public.
7. Provides for the codification of borough ordinances.

Other Functions:

1. Maintains custody of the official borough seal.
2. Has ultimate responsibility for the management of borough records including the development of retention schedules and procedures for inventory, storage and destruction of records as necessary.
3. Assures compliance with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended).
4. Maintains and provides copies upon request of official records and documents.
5. Prepares and administers annual budget for assembly, clerk's office, records management and elections.
6. Acts as voter registrar and voter registrar trainer for State of Alaska.
7. Administers oaths of office and acts as notary public.
8. Attests deeds, contracts and other legal documents.
9. Certifies applications for petitions for initiative, referendum and recall. Prepares, issues and certifies petitions.
10. Reviews for completeness and certifies Utility Special Assessment District petitions.
11. Acts as parliamentary advisor to the assembly.
12. Provides distraint warrants on personal property delinquencies.
13. Provides necessary transcripts and certifications for bond issues.
14. Serves as Secretary to the Board of Equalization and Board of Adjustment.
15. Assists with and certifies foreclosure proceedings on real property.
16. Attends municipal clerk training sessions and professional association meetings necessary to receive and/or maintain certification as a municipal clerk.
17. Provides for training and education of staff.
18. Other related duties as requested by the assembly or required by law.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate orally and to use hands dexterously to operate office equipment. The employee frequently is required to sit; and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description: Deputy Borough Clerk

Service Type: Legislative

Definition: Under the general direction and supervision of the borough clerk, the deputy borough clerk assists with all office functions, acts as computer systems administrator, supervises the records management section and coordinates local elections.

Minimum Qualifications: Degree in Public Administration or related field and four years experience in municipal government, including two years supervisory experience. Experience in a municipal clerk's office may be substituted on a year-for-year basis for educational requirements. Advanced knowledge of microcomputers and networking systems; excellent English, spelling, punctuation and grammar skills; and ability to communicate clearly and concisely, orally and in writing. Ability to work a varied schedule required. Familiarity with legislative and election procedures preferred.

Essential Functions:

1. Attends all Regular and Special Assembly meetings and prepares minutes.
2. Maintains computer index subject filing system. Establishes and revises filing systems as necessary.
3. Supervises clerical and/or service operations of the office, including holding regular staff meetings.
4. Directly supervises the records management section personnel including participating in the hiring of staff, assigning specific duties, completing and presenting performance evaluations, and undertaking any disciplinary actions necessary. Trains staff members in all borough departments on procedures for use of records computer system. Consults data processing in development, design and operation of computer applications. Maintains user documentation. Responds to technical questions regarding system's functions.
5. Supervises and coordinates all Regular and Special municipal elections. Assists with state elections as requested.

Other Functions:

1. Serves as acting borough clerk in the absence of the clerk.
2. Serves as computer systems administrator for department.

3. Assists in the recruitment and assignment of clerical personnel. Trains new personnel in general functions and specific duties.
4. Maintains voluminous and complex administrative and general reports; reviews various reports and forms for completeness.
5. Coordinates preparation of assembly's agenda materials.
6. Composes ordinances, resolutions and accompanying memoranda for assembly action.
7. Renders administrative assistance to the Borough Assembly.
8. Prepares and administers records management annual budget. Assists borough clerk in preparation of annual budget for assembly, clerk's office and elections. May review and approve purchase orders, invoices and timesheets.
9. Performs research for public, borough staff and assembly.
10. Acts as voter registrar, voter registrar trainer and notary public.
11. Attends municipal clerk training sessions while working for professional certification with International Institute of Municipal Clerks (IIMC). Once certification attained, participates in continuing education as appropriate.
12. Performs other specialized and complex duties as assigned.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate orally and to use hands dexterously to operate office equipment. The employee frequently is required to sit; and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description: Administrative Assistant - Clerk's Office

Service Type: Legislative - Range L

Definition: This is an administrative position under the general direction and supervision of the borough clerk. In the absence of the borough clerk and/or deputy clerk, the incumbent supervises the clerical and/or service operations for the office of the borough clerk. Occasionally required to work Regular and Special Borough Assembly meetings. Provides a full range of office support functions of a complex nature requiring independent judgment and receiving only general administrative supervision from the borough clerk or deputy clerk.

Minimum Qualifications: High school diploma or GED; at least four years progressively responsible office experience. Experience in a city or municipal clerk's office or other governmental agency preferred. Working knowledge of municipal law, Alaska State Statutes (Title 29 preferred), Alaska Public Offices Commission forms and regulations. Demonstrated ability to operate a personal computer. Must be capable of functioning with minimal direction; perform work in an organized and professional manner under stressful situations and pressures of short deadlines. Must be able to deal effectively and harmoniously with the public and maintain effective working relationships with other employees. Must maintain confidentiality of information and demonstrate independent judgment.

Essential Functions:

1. Maintains soft ledger accounting system for department, reconciles balances, researches transactions, performs budget transfers and verifies financial reports.
2. Prepares and processes all financial transactions for the department to include purchase orders, check requests, petty cash and travel authorizations.
3. Prepares ordinances and resolutions in final form for permanent record and codification.
4. Prepares and maintains permanent record of all oaths of office for all boards and commissions.
5. Maintains internal records system and legislative history.
6. Assists with administration of all regular and special borough elections.
7. Maintains fixed asset inventory.
8. Serves as Notary Public and Voter Registrar for the public.

Other Functions:

1. Coordinates office work flow.
2. Assists in the preparation of the annual department budget.
3. Occasionally attends committee and assembly meetings in the absence of the Clerk and/or Deputy Clerk.
4. Attends municipal clerk training sessions while working for professional certification with International Institute of Municipal Clerks (IIMC). Once certification attained, participates in continuing education as appropriate.
5. Other related tasks as assigned.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate orally and to use hands and fingers dexterously to operate office equipment. The employee frequently is required to sit; and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examination: Related skills tests as required

Position Description: Records/Micrographics Technician

Service Type: Classified - Range I

Definition: Under the general direction and supervision of the deputy borough clerk, the records/micrographics technician is responsible for the preparation, microfilming, storage and retrieval of borough and school district documents.

Minimum Qualifications: High school diploma or GED; one year of experience operating microfilm equipment including rotary camera; type 40 wpm; and ability to transport and lift heavy loads.

Essential Functions:

1. Prepares, films, and indexes borough records.
2. Assists in maintaining archived borough documents according to established Records Management System.
3. Transfers and retrieves archived records for borough departments as requested.
4. Provides reference service with fiche film and paper copies.
5. Supplies copies of microfilmed ordinances, resolutions, minutes to borough staff as requested.
6. Maintains production and checkout logs.
7. Performs maintenance and repair on micrographic equipment.
8. Prepares records for destruction in accordance with the Kenai Peninsula Borough Records Retention Schedule.

Other Functions:

1. Performs various clerical duties.
2. Assists in clerk's office when needed.
3. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands and fingers dexterously to operate office equipment; to communicate orally; to sit, stand, and walk; to reach with hands and arms; and transport and lift up to 40 pounds. The employee must occasionally transport and lift up to 70 pounds. Specific vision abilities required include close vision and the ability to adjust

focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examination: Related skills tests as required.