

Introduced by: Mayor
Date: 07/03/12
Hearing: 08/07/12
Action: Enacted
Vote: 8 Yes, 1 No, 0 Absent

**KENAI PENINSULA BOROUGH
ORDINANCE 2012-29**

**AN ORDINANCE AMENDING KPB 3.04.115 DELETING THE REQUIREMENT THAT
ALL ADMINISTRATIVE POSITION VACANCIES BE ADVERTISED FOR TWO
WEEKS**

WHEREAS, KPB 3.04.115(C) requires the mayor's office to advertise for person to fill vacancies in administrative positions other than the chief of staff and the special assistant to the mayor for a minimum of two weeks; and

WHEREAS, administrative positions include full-time paid staff who are department heads, administrative assistants to the mayor, and other administrative, professional, sensitive or confidential positions not in the classified or legislative service; and

WHEREAS, requiring the mayor to advertise for two weeks prior to hiring an administrative employee may delay the hiring process; and

WHEREAS, repealing this provision does not preclude advertising, but gives the mayor more flexibility; and

WHEREAS, KPB 2.20.030 requires the assembly to review and confirm appointments to executive offices which provides an opportunity for the assembly to ensure directors are qualified;

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

SECTION 1. That KPB 3.04.115 is hereby amended 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 ANY APPROPRIATE MEDIUM GENERALLY ACCESSIBLE TO THE RESIDENTS OF THE KENAI PENINSULA BOROUGH, ON THE BOROUGH WEBSITE, AND THROUGH ANY AND ALL OTHER MEANS REASONABLY DEEMED BY THE MAYOR TO SOLICIT QUALIFIED APPLICANTS.]

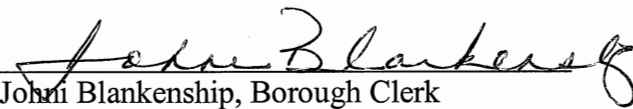
SECTION 2. That this ordinance takes effect immediately upon its enactment.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF AUGUST, 2012.



Gary Knopp, Assembly President

ATTEST:



John Blankenship, Borough Clerk



Yes: Haggerty, Johnson, McClure, Murphy, Pierce, Smalley, Tauriainen, Knopp
No: Smith
Absent: None