



KENAI PENINSULA BOROUGH

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**DAVID R. CAREY
BOROUGH MAYOR**

MEMORANDUM

TO: Gary Knopp, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: David R. Carey, Borough Mayor

FROM: Mark Dixson, General Services Director *Mark Dixson*

DATE: August 4, 2011

SUBJECT: Resolution 2011-088, Approving the Qualifications and Job Description for the Director of Information Technology

The assembly created the Information Technology Department through enactment of ordinance 2011-17 and stated that the principal executive of that department shall be the Director of Information Technology, which is considered an administrative position. The borough code requires that the qualifications and job description of this position be approved by the assembly.

Adoption of this resolution would approve the job description, including the qualifications, for the Director of Information Technology. A copy of the job description accompanies the resolution for your review.