



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, Mayor *DKC*

FROM: Mark Dixson, General Services Director *MD*

DATE: October 20, 2011

SUBJECT: Resolution 2011-105, approving changes to certain administrative position job descriptions

Resolution 2009-072 set position descriptions for the administrative service employees. Due to changes in the Kenai Peninsula Borough Code, changes in job functions and errors in the original resolution, modifications to certain position descriptions are necessary. KP.B 3.04.115(B) requires that job descriptions and qualifications for all administrative positions be approved by the assembly. This resolution seeks approval to update the administrative service job descriptions in the attached addendum.