

Introduced by: Mayor  
Date: 11/01/11  
Action: Adopted as Amended  
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2011-105**

**A RESOLUTION APPROVING CHANGES TO CERTAIN ADMINISTRATIVE  
SERVICE JOB DESCRIPTIONS**

**WHEREAS**, KP.B 3.04.115(B) requires job descriptions and qualifications for all administrative positions be approved by the assembly; and

**WHEREAS**, on October 13, 2009, the assembly passed Resolution 2009-072, a Resolution Approving Job Descriptions for Administrative Service Employees; and

**WHEREAS**, some of the approved job descriptions require modifications to either comply with current Kenai Peninsula Borough code or to reflect existing qualifications and/or essential functions;

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

**SECTION 1.** That the position descriptions set forth in the attached Addendum A for the following positions are hereby approved:

<u>Department</u>	<u>Position</u>
ASSESS	Borough Assessor
FINANCE	Director of Finance
GS	Director of General Services
GS	Risk Manager
IT	Director of Information Technology
LEGAL	Borough Attorney
MAINT	Director of Maintenance
OEM	Emergency Management Director
PLANNING	Director of Planning
PLANNING	Land Management Officer
PLANNING	GIS Manager
PURCH	Purchasing and Contracting Director
RC	River Center Director
RSA	Roads Director
SW	Director of Solid Waste

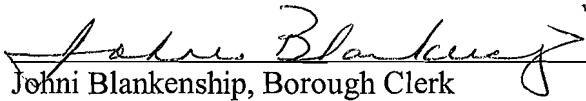
**SECTION 2.** That the booklet of Appendix A/Job Descriptions and Classifications, hereinafter referred to as Administrative Service / Job Descriptions and Classifications

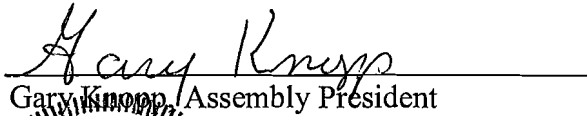
maintained in the Borough Clerk's office and the Human Resources Department shall be updated with the attached descriptions.

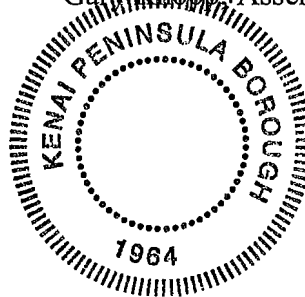
**SECTION 3.** That this resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 1ST DAY OF NOVEMBER, 2011.**

ATTEST:

  
Johni Blankenship, Borough Clerk

  
Gary Knopp, Assembly President



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

Position Description: [DIRECTOR OF ASSESSING] Borough Assessor

Service Type: Administrative – Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the borough assessor [DIRECTOR OF ASSESSING] is responsible for operation, management and administration of the assessment department as set forth in KPB chapter 2.24, Assessment Department. [PLANNING, ORGANIZING AND DIRECTING THE BOROUGH'S ASSESSMENTS TO ENSURE THAT ALL THE RELATED ACTIVITIES REQUIRED TO PREPARE AND MAINTAIN ACCURATE ASSESSMENT ROLLS FOR BOTH REAL AND PERSONAL PROPERTY WITHIN THE BOROUGH ARE COMPLETED IN ACCORDANCE WITH BOROUGH AND STATE LAWS AND REGULATIONS.]

Minimum Qualifications: A bachelor's degree in a closely related field and six years of progressively responsible experience as an assessor or deputy/assistant assessor or five years of progressively responsible real estate appraisal work including management duties. Advanced education may be substituted for the experience requirement on a year-for-year basis and experience may be substituted for educational requirements on a two-for-one basis. Possession of a professional certification with International Association of Assessing Officers (CAE), American Institute of Real Estate Appraisers (MAI), Society of Real Estate Appraisers (SRPA or SREA), Alaska Certified Assessor Appraiser (ACAA), is desirable. Availability of a personal vehicle and a valid Alaska drivers' license to perform all job functions is required for this position.

Essential Functions:

1. Supervises the [ASSESSING] assessment department including both the field staff and office personnel.
2. Assures the development of office procedures and records systems designed to produce and maintain assessment and tax rolls, tax notices and records appropriate to the mission of the department and the borough.
3. Assists in tax code changes, annexation and incorporations.
4. [PREPARES AND ADMINISTERS THE ANNUAL DEPARTMENTAL BUDGET.] [Note: Covered under #12 below, will be renumbered in final form]
5. Maintains liaison with the information technology department [DATA PROCESSING] and other departments whose work relates to the assessor's office.
6. Interprets assessment policies and valuations to the public.
7. Develops procedures for appraisal process. Organizes and directs appraisal of borough property.
8. Directs and supervises subordinate staff; conducts performance appraisals and assigns and monitors work activities.
9. Formulates and analyzes statistical data on real estate and economic conditions.

Submits reports to mayor and assembly.

10. Negotiates settlements with property owners over disputed appraisals.
11. Represents the borough in property tax appeal cases before the Board of Equalization and in court. Prepares and delivers testimony.
12. Develops and recommends departmental budget. Administers approved budget.
13. Drafts new and modified property tax ordinances for approval by the mayor and assembly.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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: [FINANCE] Director of Finance

Service Type: Administrative – Level 7

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the [FINANCE] director of finance is responsible for the operation, management and administration of [ALL ACTIVITIES OF] the finance department as set forth in KPB chapter 2.28.

Minimum Qualifications: A bachelor's degree in finance, business administration or accounting and 10 years progressively responsible experience in governmental finance, five of which were in a supervisory capacity. Additional requirements include an expertise in the analysis of budgetary development; a background in information systems; knowledge of law pertaining to municipal finance, bond sales requirements, and investments; a general knowledge of municipal law; and experience in purchasing. Must be able to interpret detailed financial information concerning borough finances and skill in organizing and presenting that information. Finally, the ability to establish and maintain effective working relationships with elected officials, department heads, subordinates, the media and general public is required. Must have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Administers the financial department.
2. Records in a useable manner the amount of money the borough has received and expended, or expects to receive and expend and become obligated for, in a given period.
3. Supplies information that will assist to formulate and implement programs of public service.
4. Supplies timely and sufficient information that will assist the executive and legislative branches of the government and the people in general in appraising the adequacy of borough programs and the efficiency of their administration.
5. Plans, organizes and directs the financial planning and financial administration of the borough.
6. Supervises the requesting of departmental budget estimates and submits them in preliminary form to the mayor.
7. Estimates revenues and probable tax yields.
8. Directs and participates in the review of all financial transactions and controls the expenditure of appropriated funds; enforces compliance with standard accounting systems and fiscal procedures.
9. Provides administrative supervision of the central accounting and treasury activity, including the preparation of varied financial reports; supervises central payroll, tax collections and investments of the borough and school district funds.

10. Participates extensively in the development and implementation of municipal financial policies; attends assembly and department head meetings to explain financial matters.
11. Administers all bond sales for the borough.
12. Supervises the annual audit.
13. Performs internal audits and such other duties as may be [DIRECTED] required by the mayor.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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: Director of General Services

Service Type: Administrative- Level-6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the general services director is responsible for the operation, management and administration of the general services department as set forth in KPB chapter 2.33. [KENAI PENINSULA BOROUGH'S HUMAN RESOURCES COMPUTERIZED INFORMATION SERVICES, RISK MANAGEMENT, MAIL/COPY CENTER, AND CUSTODIAL/BUILDING ADMINISTRATION FUNCTIONS.]

Minimum Qualifications: Bachelor's degree in a related field, four years of experience in human resource administration or an equivalent combination of training and experience. Evidence of increasingly responsible management experience desired. The educational requirement may be substituted by work related experience on a two-year-for-one basis. Must be familiar with [INFORMATION SYSTEMS AND] risk management concepts and have demonstrated the ability to manage a large, diversified staff. Must have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Supervises the borough's general services department including human resources, [INFORMATION SYSTEMS (INCLUDING GEOGRAPHICAL),] risk management, mail/copy room, Homer and Seward Annexes and custodial maintenance staff.
2. Recommends salary classifications for all borough employees including service areas. Determines minimum qualifications, required training, knowledge and skills necessary. With the assistance of service area chiefs, risk management and office of emergency management, coordinates and standardizes qualifications and training of emergency service employees.
3. Develops and implements policies and procedures pertaining to personnel, healthcare and risk management matters.
4. Establishes and interprets regulations, policies, and procedures governing supervised functions through appropriate means. Ensures compliance with all federal and state statutes pertaining to supervised areas, as well as borough personnel policies and procedures.
5. Serves as chief liaison and negotiator with organized labor. Reviews and processes employee grievances.
6. Plans and directs all centralized human resources functions related to recruitment testing, selecting and placement of employees, employee relations, training and development.
7. Prepares the general services division's budgets. [ASSISTS OTHER DEPARTMENTS WITH BUDGET PREPARATIONS].
8. Responsible for all human resources' functions including ensuring confidentiality of

personal information. [RISK MANAGEMENT AND INFORMATION SYSTEMS DOCUMENTS. ENSURES CONFIDENTIALITY.]

9. Recruits all employees for the borough including service areas.
10. [CONFERS WITH DEPARTMENTAL OFFICIALS, TECHNICAL SPECIALISTS AND COMPUTER SYSTEMS USERS ON INFORMATION SYSTEMS INSTALLATIONS, PROBLEMS, SCHEDULING, AND THE STATUS OF PROJECT ACTIVITIES AND ANY DEVIATIONS FROM ESTABLISHED GOALS.]
11. Serves as Plan Administrator for borough health plan. Serves as chief liaison and negotiator with health care providers, third party administrators and brokers. [REVIEWS REQUESTS FOR, AND MAKES RECOMMENDATIONS AS TO THE APPROPRIATENESS OF, COMPUTER HARDWARE, SOFTWARE AND RELATED SERVICES UNDER CONSIDERATION BY USERS.]
12. Oversees the employee assistance program.
13. Provides direction to the risk management office. Serves [Acts] as risk manager in the risk manager's absence. Attends Risk Management Committee meetings as requested by the committee.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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: Risk Manager

Service Type: Administrative-Level 5

Definition: Under the general direction and supervision of the general services director or his designee, the risk manager shall have the authority, responsibility and duties as set forth in KPB 2.34.040. [ADMINISTERS THE WORKERS' COMPENSATION, PROPERTY, CASUALTY, AND CLAIMS FUNCTIONS FOR THE BOROUGH INCLUDING SERVICE AREAS AND THE SCHOOL DISTRICT.]

Minimum Qualifications: A bachelor's degree in a related field and five years experience (including at least three in a supervisory capacity) working in a corporate/institutional risk management/insurance procurement operation; or ten years experience (including at least five in a supervisory capacity) in a corporate/institutional risk management/insurance procurement operation. General insurance or brokerage experience in a supervisory capacity dealing with substantial size business firms and/or governmental accounts may be substituted for the above experience requirements on a two years for one basis. Working knowledge of building construction, costs and equipment, industrial equipment and terminology, tort law and the litigation process required. Charter Property Casualty Underwriter, Associate in Risk Management, or similar professional certificates preferred. Must have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Identification and prevention, to the extent possible, of all risks of accidental losses and/or claims.
2. Selection of the appropriate risk management techniques, subject to approval of the risk management committee for offsetting exposures to losses and/or claims through risk reduction, risk transfer, risk retention, risk assumption and any other appropriate methods, including the purchase of insurance.
3. Development and maintaining of an information system, in coordination with existing systems, for timely and accurate recording of losses and claims, insurance premiums and other risk related costs and information.
4. Allocation of loss and claims payments and related costs within the deductible and self-insured retention levels, and all other risk management related costs and insurance premiums to the various budgetary units of the Kenai Peninsula Borough and School District.
5. Development and administration of the Kenai Peninsula Borough and School District safety program leading to the further reduction of accidental losses and claims.
6. Places and administers a comprehensive self-insurance program which includes general liability, professional liability, auto liability, and worker's compensation.
7. Administers a comprehensive self- insured property and equipment insurance program.

8. Counsels borough and school district staff on all insurance related matters, including contract wording, construction specifications, and state legislation.
9. Analyzes exposures to financial loss and the methods of handling exposures by risk transfer or risk assumption.
10. Analyzes, manages and adjusts claims.
11. Supervises Safety Manager.
12. Supervises Environmental Compliance Manager.
13. Administers a borough wide safety and loss control program. Conducts safety awareness meetings. Establishes safety procedures.
14. Prepares agendas and conducts risk management committee meetings and administers the KPB Employee Safety Committee.
15. Prepares Risk Management and Workers' Compensation program budgets.
16. Administers the workers' compensation self-insurance program for the Kenai Peninsula Borough and the Kenai Peninsula Borough School District.
17. Communicates claims cost and reserve information to financial auditors as necessary.
18. Advises borough departments and the school district about the status of claims, loss experience trends and program cost.
19. Provides claims data for the employee injury and incident loss runs for the AKOSHA required injury and illness records.
20. Directs and monitors the activities and performance of the workers' compensation third party claims adjusting administrator to ensure compliance with applicable regulations.
21. Develops and manages the early Return of Work program.
22. Develops and provides or arranges for training programs relating to workers' compensation laws, benefits, policies and loss control.
23. Consults with the third party claim adjusting administrator and works with the borough attorney in [TO] selecting legal counsel for litigated workers' compensation cases and evaluates legal counsel performance, utilization and effectiveness.
24. Conducts workers' compensation claims investigations and directs third party claims adjusting administrator workers' compensation claims investigation activities.
25. Determines actual time missed from work due to work related injuries and illnesses and provides accurate information to meet OSHA record-keeping requirements.

26. In the absence of any third party administrator, develops and maintains close communication with medical providers that provide services for injured employees and serves as the liaison between medical providers, injured employees and department supervisors.
27. Communicates benefits and programs goals with department managers and injured workers for the purpose of loss control.
28. Reviews and approves all claim settlements proposed by the third party claims adjusting administrator.
29. Develops, implements and monitors workers' compensation claims reporting forms, procedures and activities.
30. Selects and contracts for third party claim adjusting administration and other workers' compensation program related services and products.
31. Assists the General Services Department in the coordination and implementation of uniform and consistent training and safety methods.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Ability to travel to perform accident/claim investigations and review loss exposures required. 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: [INFORMATION TECHNOLOGY] Director of Information Technology

Service Type: Administrative-Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the Director of Information Technology (IT) [DIRECTOR] is responsible for the [OVERALL] operation, management and [CONTROL] administration of the IT [INFORMATION TECHNOLOGY] department as set forth in KPB chapter 2.35. [SERVICES FOR BOROUGH GENERAL GOVERNMENT AND SERVICE AREAS.]

Minimum Qualifications: A Bachelor of Science degree in a related field and four years experience in programming and analysis, or system/network administration and design. Relevant experience may be substituted for education on a year-for-year basis. Must have demonstrated the ability to supervise a subordinate staff. Working knowledge and understanding of client/server, database, email, network, security and telephony systems. Familiarity with local government data processing is desirable.

Essential Functions:

1. Supervises, directs and coordinates both IT Support and IT Application Development personnel.
2. Plans, develops and evaluates borough-wide IT activities to ensure goals and objectives are accomplished.
3. Provides technical direction and assistance to all IT staff.
4. Manages technical support activities for the borough's IT services, ensuring timely and courteous support of borough computing users.
5. Ensures maintenance, operation and recoverability of borough technology resources.
6. Prepares and administers an annual operating budget for the IT department.
7. Confers with departments to identify information technology needs and recommends hardware and software solutions.
8. Prepares and implements policies, procedures and standards relating to information technology systems.
9. Assists applications development staff to efficiently utilize technology resources.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate office equipment, and to communicate orally; regularly required to sit and occasionally required to stand, walk, stoop, kneel, or crouch,

and reach with hands and arms. The employee must occasionally transport up to 50 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: Borough Attorney

Service Type: Administrative-Level 7

Definition: Under the supervision and direction of the borough mayor and/or his designee, the borough assembly [AND/] or the school board, the borough attorney is responsible for the operation, management and administration of the legal department as set forth in KPB chapter 2.32. [THIS IS A PROFESSIONAL LEGAL AND ADMINISTRATIVE POSITION OF A HIGHLY RESPONSIBLE NATURE, DIRECTING THE LEGAL ACTIVITIES OF THE BOROUGH. THE BOROUGH ATTORNEY IS THE PRINCIPAL EXECUTIVE OFFICER OF THE LEGAL DEPARTMENT, SERVES AS THE CHIEF LEGAL ADVISOR TO THE BOROUGH, AND IS RESPONSIBLE FOR PROVIDING LEGAL SERVICES FOR THE MAYOR, BOROUGH ASSEMBLY, ALL DEPARTMENTS, OFFICIALS OF THE BOROUGH, AND THE SCHOOL BOARD. RESPONSIBILITIES INCLUDE PLANNING, STAFFING, AND SUPERVISING AN ORGANIZATION FOR MEETING THE LEGAL SERVICE NEEDS OF THE BOROUGH AND SCHOOL DISTRICT. WORK IS ASSIGNED BY DIRECTION OF THE MAYOR AND ASSEMBLY OR THE SCHOOL BOARD, AND IS PERFORMED WITH TECHNICAL INDEPENDENCE SUBJECT TO COMPLIANCE WITH THE LAW AND REVIEW BY THE COURTS.]

Minimum Qualification: Admission to practice law in the State of Alaska and at least eight years of legal practice with experience in municipal or other administrative law, contract and property law, legal research and writing, and related areas. Must have a valid Alaska driver's license to perform all job functions.

Desirable Qualifications:

1. Substantial experience in the practice of law, including administrative trial court litigation, and appellate experience in Alaska.
2. Several years of experience in the general practice of law in the State of Alaska with some experience in the fields of Alaska municipal law, real estate law, and tax law.
3. A thorough knowledge of, and skill in, the methods of legal research and draftsmanship, including electronic and traditional forms of legal research.
4. The ability to plan and supervise the work of professional assistants.
5. The ability to establish and maintain effective working relationships with subordinates, superiors, public officials, other department heads, and the general public.
6. Detailed knowledge of federal, state and Alaska municipal, civil law including the constitutional and statute law pertaining to Alaska borough government law. Working knowledge of Alaska municipal criminal law.
7. Thorough knowledge of legal requirements relating to the authority and functions of borough and municipal departments and service areas.
8. Knowledge of judicial procedures, rules of evidence and court practice in the state and federal courts in Alaska.

9. Knowledge of established precedents and sources of legal reference applicable to borough legal activities.
10. Ability to organize, interpret, and apply legal principles and knowledge to complex legal problems, in drafting sound legal opinions, and in preparation of a wide variety of legal documents.
11. Ability to communicate clearly and concisely, orally and in writing.
12. Considerable progressive experience in the practice of municipal law.

Essential Functions:

1. Administers the legal department of the borough, including preparation of budget, monitoring expenditures, and overseeing maintenance of legal resources.
2. Responsible for the planning, staffing, and supervising of the department for meeting the legal service needs of the borough and school district.
3. Serves as the chief legal advisor to the borough, and is responsible for providing legal services for the mayor, borough assembly, all departments, officials of the borough, and also for the school board and school district upon request. [PERFORMS ALL LEGAL SERVICES OF THE BOROUGH INCLUDING THOSE OF LEGAL ADVISOR TO THE MAYOR, ASSEMBLY, SCHOOL BOARD AND OTHER BOROUGH OFFICERS.]
4. Represents the borough in all matters, civil and criminal, coming before any court or tribunal, as well as the school district upon request.
5. Drafts ordinances and resolutions including supporting analyses, policies and procedures requested by the mayor, assembly, school board, departments, boards and commissions.
6. Drafts and approves as to form and legal sufficiency all contracts, bonds and other similar documents to which the borough is a party, or supervises such drafting and approval by the deputy or assistant borough attorneys.
7. Furnishes necessary legal certificates required by state and federal agencies.
8. Supervises the work of outside counsel or law specialists retained by the borough.
9. Advises the mayor, assembly, school board, school district and other borough personnel.
10. Participates in a wide range of activities related to risk management of the borough.
11. Supervises and trains clerical and technical staff as needed.

Other Functions:

1. Performs such other duties as may be required by the mayor, assembly and borough departments.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; regularly required to sit; and occasionally required to stand, walk, and reach with hands and arms. Very occasionally required to transport up to 50 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: [MAINTENANCE] Director of Maintenance

Service Type: Administrative - Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the director of maintenance is responsible for the operation, management and administration of the maintenance department as set forth in KPB chapter 2.50, Department of Maintenance. [SUPERVISION AND COORDINATION OF ACTIVITIES OF WORKERS ENGAGED IN KEEPING BUILDINGS AND GROUNDS IN CLEAN AND ORDERLY CONDITION AND IN MAINTAINING AND REPAIRING UTILITY SYSTEMS AND THE PHYSICAL STRUCTURES OF THE BUILDINGS.]

Minimum Qualifications: Bachelor's degree in a related field and at least ten years of progressively responsible experience in the areas of administration, building trades and maintenance or an equivalent combination of training and experience. Must possess an ability to supervise a crew of sixty or more workers; and to plan, budget and regulate expenditures. Must have a valid Alaska driver's license to perform all functions.

Essential Functions:

1. Responsible for [ALL BUILDING] maintenance and repair of all borough buildings, structures, facilities and mechanized equipment owned, operated or leased by the Kenai Peninsula Borough. [INCLUDING SCHOOLS, SHOPS, ETC.]
2. Responsible for expedient repairs on school complexes, insuring emergency situations are corrected in the shortest period of time possible.
3. Works closely with local, state and federal agencies to ensure all regulations are met and strictly enforced.
4. Works closely with Capital Projects Department, Risk Management and school district to ensure the objectives of each department are implemented and followed.
5. Prepares budgets and regulates expenditures and purchase orders for the department.
6. Prepares and accepts bids of maintenance, equipment and supplies as required.
7. Works closely with human resources in employment related matters. Interviews, hires and terminates classified employees in the maintenance department. Gives recommendations to the mayor and participates in the interviews, hiring and termination of administrative employees.
8. Monitors schedule of inspection and repair on all borough facilities.
9. Responsible for minor/major borough and school related capital projects.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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: Emergency Management Director

Service Type: Administrative-Level 5

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the emergency management director is responsible for the operation, management and administration of the Office of Emergency Management as set forth in KPB chapter 2.45. [HAS THE PRIMARY DAY-TO-DAY RESPONSIBILITY FOR DISASTER MANAGEMENT PROGRAMS AND ACTIVITIES AS THEY RELATE TO THE MITIGATION, PREPAREDNESS, RESPONSE AND RECOVERY TO NATURAL AND MAN-MADE DISASTERS; PROVIDES A DIRECT LIAISON BETWEEN THE MAYOR'S OFFICE, EMERGENCY SERVICE AREA BOARDS, THE KENAI PENINSULA BOROUGH EMERGENCY PLANNING COMMITTEE AND THE KENAI PENINSULA BOROUGH 911 ADVISORY BOARD; AND ENSURES AND DIRECTS AN OPEN LINE OF COMMUNICATION TO THE KENAI PENINSULA BOROUGH ASSEMBLY AND ADMINISTRATION.]

Minimum Qualifications: Bachelor's degree in related field or Certified Emergency Manager (CEM) designation and five years emergency management or related experience including two years supervisory experience. Additional years of emergency management experience may substitute for the degree requirement on a year-to-year basis. Must have knowledge of the geography and population pattern of the Kenai Peninsula Borough and have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Responsible for development of borough and inter-jurisdictional disaster response and recovery plans.
2. Coordinates disaster management between the borough, the State of Alaska, and other municipalities and response and recovery organizations.
3. Performs as the coordinating agent for all activities that are relative to natural or man-made emergencies/disasters, including coordination between borough[KPB], c[C]ity and s[S]ervice a[A]rea response, mitigation and emergency communication plans.
4. Coordinates activities including training of workers engaged in preparing for disaster situations and coordinates with civic and professional leaders to develop and implement emergency management plans in accord with state and borough needs.
5. Identifies shelters to meet local needs, and federal and state standards.
6. Obtains cooperation of property owners, civic leaders and professional groups in providing facilities and services for emergency preparedness.
7. Confers with business and governmental representatives to assist in local borough emergency planning and development of Continuity of Operations plans.
8. Exercises the authority and discharges the duties outlined in Chapter 20 (Homeland Security and Civil Defense) and Chapter 23 (Alaska Disaster Act) of [OR] Title 26 of

the Alaska Statutes, as amended.

9. Reviews emergency plans to coordinate with changes in state or federal policies and new technology.
10. Administers borough's participation in search and rescue operations in emergency and disaster situations.
11. Assists in providing warnings and survival information to the borough before, during and after emergency situations.
12. Provides for the complete and efficient utilization of the borough personnel, facilities and equipment in event of an emergency/disaster, including implementation of incident management teams and use of the emergency operations center for emergency operations or use as an area-wide coordination center.
13. Directs inspection and inventory of emergency supplies and equipment.
14. Directs activities of emergency operations center at the borough level in the time of emergency/disaster.
15. Provides direct liaison between the borough government and emergency service area boards related to emergency response, mitigation and emergency communication planning.
16. Coordinates and assists in the management of approved policies of the respective fire and emergency service area boards in the event of a declared emergency/disaster.
17. Coordinates alternative emergency communication plans with amateur radio licensees throughout the borough.
18. Provides direct liaison between the borough government, the State of Alaska and the 911 board of directors.
19. Provides direct liaison between the borough government and the local emergency planning committee.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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: [PLANNING] Director of Planning

Service Type: Administrative- Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the director of planning [DIRECTOR] is responsible for the operation, management and administration of the Department of Planning as set forth in KPB chapter 2.36. [TO ESTABLISH AN ORDERLY PATTERN OF RESOURCE MANAGEMENT CONSISTENT WITH THE PUBLIC INTEREST, IN COOPERATION WITH THE PLANNING COMMISSION.]

Minimum Qualifications: A bachelor's degree in urban, regional, or community planning or a related field. Must have ten years of experience in the planning field, five of which involved land management, surveying, and/or economic and resource development work at the supervisory level. Related postgraduate education may be substituted for the experience requirement on a year-for-year basis. Knowledge of relevant state and federal laws, data processing, geographic information systems, and the borough's economic/geographic/demographic/ social composition and energy issues highly desirable. Should possess leadership abilities, interpersonal skills, and written and verbal communication skills to be able to perform in a professional manner. Must have a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. Responsible for organizing and supervising the duties of the planning department in accordance with the provisions of Chapter 2.36 of the borough code of ordinances.
2. Establishes departmental policies, procedures, goals, schedules, and budgets.
3. Provides administrative, investigative, research, and other executive services to the planning commission.
4. Provides recommendations to the planning commission on land uses issues, appeals and exceptions, plats, replats, vacation of public rights-of-way, and all other matters requiring planning commission action.
5. Administers and enforces the regulatory ordinances assigned to the department by the assembly and the regulations and orders of the planning commission.
6. Provides administrative and support services for the acquisition, management, and disposal of borough lands.
7. Provides information regarding resources, regulations, procedures and opportunities for development to the general public and other agencies.
8. Maintains coordination activities with federal, state, and local government agencies and utility firms.
9. Oversees the land management and geographic information systems divisions.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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: Land Management Officer

Service Type: Administrative [MIDDLE MANAGEMENT] – Level 4

Definition: Under the general direction and supervision of the [BOROUGH-PLANNING] director of planning, the land management officer is responsible for the administration of the land management division as set forth in KPB Title 17. [BOROUGH'S LAND INVENTORY AND CLASSIFICATION PROGRAM, LAND DISPOSAL PROGRAM THROUGH SALE, LEASE OR EXCHANGE, AND LAND ACQUISITIONS. ADDITIONAL RESPONSIBILITIES INVOLVE COORDINATION WITH FEDERAL, STATE AND LOCAL GOVERNMENTS ON LAND MANAGEMENT ISSUES.]

Minimum Qualifications: A bachelor's degree in resource management, planning or related field and four years experience in land management demonstrating the ability to manage land and natural resources. An additional four years of professional experience in land management may be substituted for the formal education requirement. A demonstrated ability to read maps as well as knowledge of legal property descriptions, and a valid Alaska driver's license to perform all job functions and use of personal vehicle are also required.

Essential Functions:

1. Administers the land management division under KPB Title 17.
2. Develops ordinances and resolutions for disposal of lands through sale, trade, or lease; for classification of lands; and for management of natural resources.
3. Administers the land disposal programs from the development of the disposal ordinance through and including the brochure, advertising, sale documents, closings and final re-conveyance documents.
4. Identifies and selects lands from the state to fulfill the borough's municipal land entitlement and acquires other lands through purchase or trade with private individuals or other federal, state or municipal agencies.
5. Provides internal project management for the subdivision design and development process on borough managed land.
6. Works in conjunction with all other members of the planning department to advise the planning commission. Provides recommendations and reports on land matters to the planning commission, assembly and committees.
7. Administers borough leases, land use permits, and various contracts.
8. Maintains current inventory and status of all borough owned and selected land including natural resources.
9. Maintains an active and professional [AMICABLE] working relationship with federal, state and municipal agencies, borough departments and the public.
10. Plans, controls, directs and organizes work of subordinates and is responsible for

performance of lower level personnel.

11. Provides information and assistance regarding land matters to the general public.
12. Drafts and administers [EASEMENTS] land related instruments.
13. Represents the borough at workshops, forums and meetings.
14. Responsible for budget preparation and administration of the Land Management Division.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit, and to use hands and fingers dexterously to operate office equipment and small tools; and occasionally required to transport up to 50 pounds, reach with hands and arms, and stand and walk (at times on uneven ground). This position requires the ability to access non-road accessible Kenai Peninsula Borough land during all times of the year using four-wheeler, ATV, snow machine, snowshoes, etc. 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: [GIS] Geographic Information Systems (GIS) Manager

Service Type: Administrative - Level 3

Definition: Under the general direction and supervision of the [GENERAL SERVICES] director of planning and/or his designee, the GIS manager is responsible for operating and coordinating the Geographic Information System and supervising and training staff for operation of the computer system.

Minimum Qualifications: Bachelor's degree in geographic information services or related field and four years experience in GIS. An additional four years experience in GIS may be substituted for formal education. [HIGH SCHOOL DIPLOMA OR GED]; extensive knowledge of computer systems software and hardware, application software, and familiarity with client-server systems; and demonstrated ability to design, build and maintain relational databases, forms and reporting systems. Understands supervision, and laws and procedures related to land title/subdivision/easements and rights-of-way, and surveying. Must have an understanding of cartography, geography and the operation of GIS. [RESPONSIBLE FOR STRATEGIC IMPLEMENTATION OF] Ability to strategically implement GIS services to the user community.

Essential Functions:

1. Supervises incorporation of geographic information from public and private agencies into one central geographic system.
2. Makes GIS data available to borough personnel and the general public through maps, reports, and desktop products and the internet.
3. [CREATES, CUSTOMIZES, AND MAINTAINS GIS DATABASE AND MANAGES THE SYSTEM]. Supervises the creation, customization and maintenance of GIS database and management of the system.
4. Represents the borough on various interagency panels and projects needing GIS or database expertise.
5. [TROUBLESHOOTS AND DOES GENERAL MAINTENANCE OF COMPUTER HARDWARE AND SOFTWARE.] Responsible for the budget preparation and administration of the GIS division.
6. Designs and implements necessary database catalogs, tables and interfaces.
7. [MANAGES THE SYSTEM EMPHASIZING DISK] Coordinates with the Information Technology Department for backup, security, accounting, and other system management functions.
8. Supervises and coordinates the activities of GIS staff and is responsible for providing training.
9. [MANAGES THE CONVERSION OF THE MANUALLY DRAFTED DATABASE TO THE COMPUTER-DRAFTED DATABASE.] Provides GIS support and spatial analysis to other borough departments.

10. Monitors quality control of graphic output.
11. [ENHANCES EXISTING] Leads search and selection of GIS related software packages.
12. Responsible for the acquisition and maintenance of imagery data.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; regularly required to sit; and occasionally required to stand, walk, stoop, kneel, or crouch, and reach with hands and arms. The employee must occasionally transport up to 50 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: Purchasing and Contracting Director [OFFICER]

Service Type: Administrative – Level 6

Definition: Under the general direction and supervision of the borough mayor and/or designee [FINANCE DIRECTOR, OR DESIGNEE,] the purchasing and contracting director [MATERIALS MANAGER] is responsible for operation, management and administration of the Purchasing and Contracting Department as set forth in KPB chapter 2.26. [COORDINATION AND MANAGEMENT OF THE BOROUGH-WIDE PURCHASING PROGRAM, INCLUDING THE MAINTENANCE DEPARTMENT'S MATERIALS MANAGEMENT OPERATION, AND SUPERVISING ALL DEPARTMENT PERSONNEL. FUNCTIONS AS THE BOROUGH PURCHASING OFFICER UPON DESIGNATION. SUPERVISES ASSIGNED EMPLOYEES.]

Minimum Qualifications: A bachelor's degree in business administration or related field. Minimum of five years progressively responsible purchasing and warehousing experience with a government agency or large business of which three years were at a supervisory or managerial level. Must have knowledge and experience with computerized procurement and perpetual inventory systems, including the design and interpretation of management reports; knowledge and experience with the use of contemporary procurement/delivery/warehousing methods as used by government and large business organizations; and demonstrated ability to communicate effectively and work cooperatively with others in the redesign of business processes. Must [have] possess a valid unrestricted Alaska Driver's License. [TO PERFORM ALL JOB FUNCTIONS.] In addition, experience in the procurement and warehousing of goods and services for a facility/equipment maintenance organization and C.P.M. designation desirable.

Responsibilities:

1. Oversees the implementation and performance of borough procurement and purchasing as described in KPB Chapter 5.28.
2. Coordinates implementation of borough purchasing policies as related to department personnel who are delegated a role in the borough purchasing process.
3. Reviews and approves competitive procurement documents prior to advertisement or distribution.
4. Works with borough personnel involved in the purchasing process to review, improve and develop borough purchasing policies and procedures.
5. Plans and presents purchasing related training for borough personnel involved in the purchasing process. Responsible for ensuring that borough personnel are aware of and trained in borough purchasing policies and procedures.
6. Interprets established borough policy as applied to the purchasing function.
7. Reviews and researches trends in public sector purchasing. Recommends changes in the borough code or purchasing manual as appropriate. Coordinates the implementation of changes in borough purchasing policy.

8. Coordinates the sale of surplus materials and equipment, including obsolete stock.
9. Implements and monitors borough policy and procedures for all procurement and materials management activities. Ensures compliance with procurement directives and implements sound materials management concepts. Ensures that the procurement process supports the operational functions of the departments.
10. Supervises the preparation of formal bids, quotations and purchase orders necessary for the procurement of goods and services, the maintenance of a database of vendors and standard bid specifications, and consolidation of purchases to obtain maximum economic benefits. Implements procurement methods resulting in the enhancement of the competitive procurement process.
11. Ensures that personnel are trained in the procedures and methods used to procure goods and services.
12. Selects and implements a computerized perpetual inventory system appropriate for the size and complexity of warehoused materials inventories.
13. Oversees assigned staff in the receipt, storage and distribution of supplies and equipment.
14. Directs assigned staff in the processing of all related documents.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers dexterously to operate office equipment, tools or controls; reach with hands and arms; climb, balance, stoop, kneel, crouch, or crawl; and communicate orally. Sitting is required. The employee must occasionally transport up to 100 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 of this job.

Position Description: River Center Director [MANAGER]

Service Type: Administrative – Level 5

Definition: Under the general direction and supervision of the borough mayor and/or designee, the River Center Director [MANAGER] is responsible for the operation, management and administration of the river center department as set forth in KPB chapter 2.38. [ADMINISTERING THE PROVISIONS OF ORDINANCES AND REGULATIONS THAT CONTROL THE USE OF LANDS AND RIGHTS-OF-WAY WITHIN THE IDENTIFIED WATERSHEDS WITHIN THE BOROUGH.]

Minimum Qualifications: Bachelors degree in natural resource, urban, regional or community planning, public administration or other related field; three years of increasingly responsible experience in administering regulations and compliance issues. Must be able to work effectively with applicants in a customer service oriented environment. Experience in permitting and zoning matters may be substituted for education requirements if the appropriate level of experience can be demonstrated. Four years of sub-professional planning, education or other related experience leading to a general knowledge of planning principles is desirable. Availability of a personal vehicle and a valid Alaska driver's license to perform all job functions is required.

Essential Functions:

1. Administers the Donald E. Gilman River Center building and river center department [BOROUGH] staff. Coordinates activities with other tenant agency staff.
2. Implements and performs all functions as described in KPB Chapter 5.14, Habitat Protection Tax Credit; KPB Chapter 21.06, Floodplain Management; KPB Chapter 21.18, Anadromous Streams Habitat Protection; and the borough Coastal Management Plan.
3. Coordinates and administers the permitting and educational activities of the River Center staff and is responsible for providing training.
4. Responsible for the process of providing information, assistance and permits to individuals, property owners, communities and agencies on issues relating to the watershed, flood plain development, habitat protection and the tax credit program along identified rivers within the borough.
5. Receives and processes applications for habitat protection area, tax credit and other necessary activities.
6. Prepares staff reports, maps and advertisements for public hearings and makes presentations to the planning commission and Assembly.
7. Writes grants and administers contracts and related activities, and is responsible for budget preparation and administration for the Donald E. Gilman River Center and the river center department.
8. Conducts site visits and field inspections of properties prior, during and after issuance of

permits and tax credits to ensure compliance. Coordinates with other relevant departments and personnel regarding enforcement of the borough code provisions administered by the river center department.

9. Administers the coordination and cooperation of the River Center staff with other regulatory agencies when multiple permits are required.
10. Organizes and conducts public meetings and educational programs to communicate information on issues and regulatory requirements.
11. Maintains the Donald E. Gilman River Center permit computer records database, including permit entry and maintenance and produces regular reports.
12. Works with permit applicants in an effective manner to insure customer service goals are met.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; regularly required to sit, stand, walk, and reach with hands and arms. The employee must perform year round field visits working near and on the water that will require walking on uneven ground, snow and ice, and to be transported in boats. 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: Roads Director

Service Type: Administrative – Level 5

Definition: Under the general direction and supervision of the borough mayor and/or his designee with advice and recommendations from the KPB Road Service Area Board, the roads director is responsible for the operation, management and administration of the KPB road service area (RSA) as set forth in KPB chapter 16.41. [COORDINATES AND SUPERVISES BOROUGH ROAD CONSTRUCTION, MAINTENANCE AND IMPROVEMENT ACTIVITIES OF THE ROADS DEPARTMENT.]

Minimum Qualifications: Bachelor's degree in a related field and a minimum of four years experience in road maintenance and construction or an equivalent combination of training and experience. Knowledge of the geography of the Kenai Peninsula Borough, road construction and maintenance equipment required. Must possess [TWO] four years experience in supervision and be reasonably proficient with word processing and spreadsheet software [HAVE FAMILIARITY WITH COMPUTER TERMINALS]. Must have a valid Alaska driver's license to perform all functions.

Essential Functions:

1. Directs and monitors the general work of RSA road contractors.
2. Coordinates the RFP and contracting process for roads with the KPB purchasing and contracting department.
3. Supervises activities and personnel of the roads department.
4. Prepares annual budget for the road service area, including participating in workshops and public hearings.
5. Makes field inspections, monitors road conditions, gathers data, and prepares reports to support road maintenance and improvement plans.
6. Prepares [ROAD REPORT] funding requests and priorities for annual submission to the State of Alaska STIP, State Legislature and Federal STIP.
7. [COORDINATES REQUESTS OF OPERATIONAL UNIT SUPERVISORS.] Makes written and verbal reports to the mayor and RSA Board as required.
8. Attends road board meetings [AS NECESSARY] and prepares monthly agenda with staff input.
9. [PERFORMS ROAD INSPECTIONS AND MONITORS ROAD CONDITIONS.] Prepares annual 5-year capital improvement project (CIP) list, with staff input.
10. Operates and maintains vehicle including minor maintenance and repair.
11. Reviews and authorizes the purchase orders for RSA expenditures and is the primary signor for the roads department official documents.

12. Attends KPB assembly committee meetings and regular meetings for RSA items on agenda. Speaks to RSA items and provides information related to each item.

13. Monitors RSA fleet vehicle needs, costs and maintenance condition.

Other Functions:

1. Performs other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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: [SOLID WASTE] Director of Solid Waste

Service Type: Administrative – Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the director of solid waste [DIRECTOR] is responsible for the operation, management and administration of the solid waste department as set forth in KPB chapter 2.51. [ACTIVITIES OF THE SOLID WASTE DEPARTMENT. THE DIRECTOR IS RESPONSIBLE FOR BUDGETING, PLANNING, DEVELOPMENT/CONSTRUCTION, AND OPERATIONS OF BOROUGH SOLID WASTE PROGRAMS TO ENSURE THAT WASTE IS MANAGED IN AN EFFICIENT, EFFECTIVE AND ENVIRONMENTALLY SOUND MANNER.]

Minimum Qualifications: Bachelor's degree in civil engineering or environmental field and four years of solid waste related experience, or graduation from an accredited engineering technician or environmental technician school and five years of solid waste/civil engineering related experience (experience may be substituted for the education requirement on a year-for-year basis). Must have knowledge of landfill planning, design and operations; transfer facility planning, design and operations; federal, state and local regulations related to waste disposal; budgetary experience; two years of supervision and personnel management; proficiency with microcomputers; and ability to develop positive and effective interpersonal relationships. An unrestricted, valid Alaska driver's license is required.

Essential Functions:

1. Responsible for budgeting, planning, development/construction, and operations of borough solid waste programs to ensure that waste is managed in an efficient, effective and environmentally sound manner.
2. Plans, implements and administers solid waste programs including, but not limited to, the hazardous waste collection, recycling, environmental, and litter collection programs; waste/recyclable hauling and transfer; waste site/facility design and construction waste site/facility operations; environmental monitoring and compliance; new program planning and development; solid waste road improvements; and solid waste user fee program.
3. Ensures borough compliance with local, state, and federal solid waste requirements including compilation, submittal and acquisition of solid waste permits and approvals. Oversees borough solid waste safety and environmental programs.
4. Organizes, coordinates, supervises and directs work assignments of borough solid waste personnel, and contract personnel as necessary.
5. Prepares construction, operation, and professional service documents including drawings, estimates, bid documents, contracts, and change orders. Administers contracts to ensure contractor/consultant compliance with the contract documents.
6. Prepares studies and reports. Coordinates, reviews, and approves consultant submitted reports and studies. Maintains extensive records relating to solid waste programs.

7. Represents the borough in dealing with contractors, the general public, local, state, and federal entities. Prepares presentations for, and conducts, public meetings and hearings on solid waste issues. Issues public education materials for waste related programs.
8. Works extensively with other borough departments to coordinate and plan solid waste activities.
9. Prepares solid waste department budgets. Reviews and approves purchase orders, invoicing and change orders. Provides cost estimates for immediate and long term solid waste operations and construction activities as required by state and federal regulations. Updates solid waste estimates on an annual basis.
10. Provides field investigation/inspection for solid waste improvements, operations and construction. Investigates complaints or problems encountered by the public or contractor.
11. Establishes solid waste disposal policies and procedures.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. 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.