

Introduced by:	Mayor
Date:	02/28/12
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-014**

**A RESOLUTION MODIFYING CERTAIN MANAGEMENT JOB DESCRIPTIONS FOR  
ADMINISTRATIVE SERVICE EMPLOYEES**

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

**WHEREAS,** there are 15 manager positions within the administrative service whose basic management functions are the same; and

**WHEREAS,** these positions are currently titled and described according to their department creating the impression that they are 15 unique classifications of position descriptions, where functionally and practically they are all one classification of position description with departmental functions assigned accordingly; and

**WHEREAS,** by keeping these descriptions as they currently exist creates the impression that these are unique classifications of positions when they are for all intents and purposes one position;

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

**SECTION 1.** That the positions set forth below are replaced with the Manager position description attached hereto as Addendum A and that each department shall maintain any and all specific departmental functions for the Manager position.

Appraisal Manager – Level 3

Assessment Administration Manager – Level 3

Financial Planning Manager – Level 4

Accounting Supervisor/Sales Tax – Level 3

Property Tax & Collections Supervisor – Level 3

Environmental Compliance Manager – Level 4

Safety Manager – Level 4

Risk Manager – Level 5  
Land Management Officer – Level 4  
GIS Manager – Level 3  
Water Resources Manager – Level 3  
Community & Fiscal Projects Manager - Level 3  
911 Operations Manager – Level 4  
Spruce Bark Beetle Manager – Level 3  
Landfill Manager – Level 3

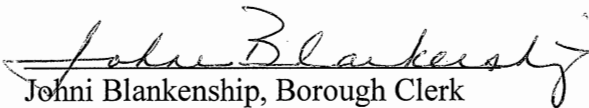
**SECTION 2.** Each position shall retain the same salary level after the change of description.

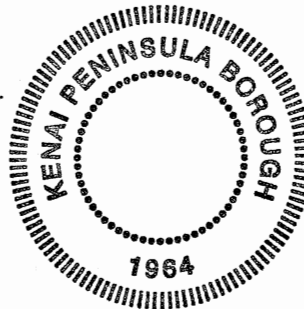
**SECTION 3.** That this resolution takes effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS  
28TH DAY OF FEBRUARY, 2012.**

  
\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

  
\_\_\_\_\_  
John Blankenship, Borough Clerk



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

## ADDENDUM A

### Position Description: Manager

Service Type: Administrative Level 3 / Administrative Level 4/ Administrative Level 5

### Definition:

Under the general direction of the department director or designee, a Manager in a department is responsible for the administering, implementing, budgeting, planning, assigning and reviewing procedures, protocols and requirements related to the programs, functions and activities assigned by the department director to the Manager. Responsibilities include oversight and coordination of multiple activities and resources including any staff, supplies, equipment, funds, and/or contract resources.

### Minimum Qualifications:

Bachelor's degree in related field and two years of progressive responsible management experience in the related field; or Associate's Degree in related field and four years of progressive responsible management experience in the related field; or six years of progressively responsible management experience in the related field which demonstrates the ability to perform the duties of the position. Must possess leadership abilities, interpersonal skills, and written and verbal communication skills to be able to perform in a professional manner. A valid, unrestricted Alaska driver's license may be required.

### Essential Functions:

1. Administers, budgets, plans, assigns, implements and reviews procedures, protocols and requirements related to the programs, functions and activities as assigned by the department director.
2. Monitors work progress to ensure compliance with pre-established objectives and schedules.
3. Ensures compliance with borough code for all work, and if required, state and federal laws, rules and regulations.
4. Ensures compliance with all departmental requirements associated with department outcomes.
5. Monitors departmental program budget, funds and expenditures, including compliance with all applicable standards and requirements.
6. Provides department director or immediate supervisor with regular work progress and financial reports, and makes recommendations on future departmental development.
7. Ensures record keeping and documentation guidelines are established and followed.

8. Coordinates, supervises and performs assigned functions and activities within the department.
9. Develops and implements procedures, operations and special projects.
10. Supervises staff as assigned.
11. Required to attend continuing education management related seminars as assigned.

Other Functions:

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; occasionally transport up to 30 pounds; reach with hands and arms, and stand and walk (at times on uneven ground). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.