



KENAI PENINSULA BOROUGH

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

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

FROM: Mike Navarre, Mayor *MN*
Paul Ostrander, Chief of Staff *P.O.*

DATE: August 7, 2012

SUBJECT: Resolution 2012-066, approving a revised job description for the special assistant to the mayor

When approving the budget for FY2013 the assembly appropriated funds to fill the special assistant to the mayor position. The existing job description does not fit current plans which primarily include handling a variety of projects at the direction of the mayor. Accordingly, the revised description is attached for assembly approval. I also request that the pay range be reduced from a level seven to a level six. This is proposed as a laydown resolution as we had initially thought that this did not require assembly approval. However, upon further review it appeared the cleanest approach was to seek assembly approval of a resolution. Your approval of this resolution on a laydown basis is requested in order that we may expeditiously hire a person to fill this position.