

Introduced by:	Mayor
Date:	08/07/12
Action:	Adopted
Vote:	9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH  
RESOLUTION 2012-066**

**A RESOLUTION APPROVING A REVISED JOB DESCRIPTION FOR  
THE SPECIAL ASSISTANT TO THE MAYOR**

**WHEREAS,** KPB 3.04.115 requires that the job descriptions for all administrative positions be approved by the assembly by resolution, except that the minimum qualifications of the chief of staff and the special assistant to the mayor are not subject to assembly approval; and

**WHEREAS,** in Resolution 2009-072, which was adopted October 13, 2009, the assembly approved the current job description for the special assistant to the mayor and funded this position in the FY2013 budget; and

**WHEREAS,** the administration anticipates using this position to handle a variety of projects for the mayor and proposes that the description be amended to reflect such duties; and

**WHEREAS,** based on the changes to the prior approved description, the administration recommends that the pay range for the revised position be changed from a Level 7 to a Level 6;

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

**SECTION 1.** That the Kenai Peninsula Borough Assembly approves the revised job description of the Special Assistant to the Mayor, a position in the administrative service, bearing the date this resolution is adopted.

**SECTION 2.** That the Kenai Peninsula Borough Assembly authorizes the pay range for the Special Assistant to the Mayor be changed from Level 7 to Level 6.

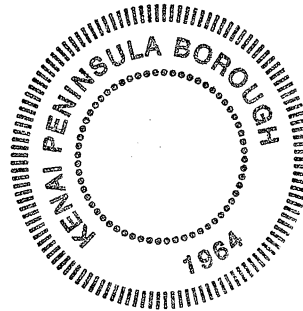
**SECTION 3.** That this resolution shall take effect immediately upon its adoption.

**ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 7TH DAY OF AUGUST, 2012.**

  
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Gary Knopp, Assembly President

ATTEST:

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



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