



## **KENAI PENINSULA BOROUGH**

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**MIKE NAVARRE**  
**BOROUGH MAYOR**

### **MEMORANDUM**

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

**THRU:** Mike Navarre, Mayor *P.O. for M.N.*

**FROM:** Mark Dixon, Director of General Services *MD*

**DATE:** September 6, 2012

**SUBJECT:** Resolution 2012-075, Approving the Job Description for the Director of Human Resources

If the assembly enacts ordinance 2012-34 which amends the code to rename the general services department to the human resources department, then the job description for the director of general services must also be amended to reflect the code changes made in that ordinance. Other amendments to that job description are needed to more accurately describe current functions performed by the position in light of changes to the human resource industry.

This resolution would approve the revised job description, and copy of which accompanies the resolution.