

Introduced by: Mayor
Date: 10/09/12
Action: Adopted as Amended
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2012-080**

**A RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE
RIVER CENTER MANAGER**

WHEREAS, the assembly enacted Ordinance 2012-33 which amended the code to reincorporate the river center into the planning department; and

WHEREAS, as a result of the code change the river center director position is being changed to that of river center manager, a middle management position, and the job description must be revised accordingly; and

WHEREAS, KPB 3.04.115(B) requires assembly approval by resolution of all job descriptions and qualifications for all administrative positions; and

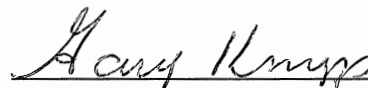
WHEREAS, as this is an administrative position assembly approval of this revised job description is required by KPB 3.04.115(B);

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


SECTION 1. That the assembly authorizes and approves the job description which renames the River Center Director to the River Center Manager and changes the listed duties in accordance with code changes. A copy of the job description is attached and incorporated herein by reference.

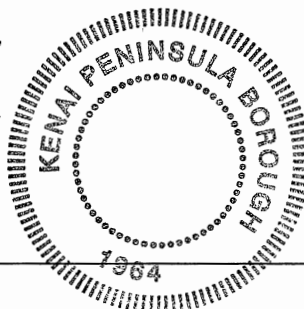
SECTION 2. That this resolution shall take effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 9TH DAY OF OCTOBER, 2012.


Gary Knopp, Assembly President

ATTEST:


Johni Blankenship, MMC, Borough Clerk



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

Position Description: River Center Manager

Service Type: Administrative – Level 4

Definition: Under the general direction and supervision of the borough director of planning, the River Center Manager is responsible for the operation, management and administration of the river center.

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 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; KPC 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.
8. Conducts site visits and field inspections of properties prior, during and after issuance of permits and tax credits to ensure compliance.
9. Directly responsible for enforcement by the river center staff of borough code provisions administered by the River Center. Coordinates such enforcement with other relevant departments and agencies.
10. Administers the coordination and cooperation of the river center staff with other regulatory agencies when multiple permits are required.

11. Organizes and conducts public meetings and educational programs to communicate information on issues and regulatory requirements.
12. Maintains the Donald E. Gilman River Center permit computer records database, including permit entry and maintenance and produces regular reports.
13. 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.