



Position Description

Kenai Peninsula Borough

Deputy Borough Clerk

Service Type: Legislative, Level 3

Definition: Under the general direction and supervision of the borough clerk, the deputy borough clerk assists with all office functions, acts as computer systems administrator, and assists in the administration of local elections.

Minimum Qualifications: Degree in Public Administration or related field and four years' experience in municipal government, including two years' supervisory experience. Experience may be substituted for educational requirements. Advanced knowledge of microcomputers and networking systems; excellent English, spelling, punctuation and grammar skills; and ability to communicate clearly and concisely, orally and in writing. Ability to work a varied schedule required. Familiarity with legislative and election procedures preferred.

Essential Functions:

1. Attends all Regular and Special Assembly meetings and prepares minutes. Responsible for final version of resolutions and ordinances as permanent record, in addition to codification oversight.
2. Maintains computer index subject filing system, i.e. legislative history.
3. In the absence of the Borough Clerk, supervises clerical and/or service operations of the office.
4. Assists in the supervision and administration of all Regular and Special municipal elections. Assists with state elections as requested.
5. Acts as administrative staff to the Assembly's Legislative Committee with duties that include tracking of state and federal legislation and preparation of the borough's official annual legislative priorities book for distribution to state and federal legislators.

Other Functions:

1. Serves as acting borough clerk in the absence of the clerk.
2. Serves as computer systems administrator for department.
3. Assists in the recruitment and assignment of clerical personnel. Trains new personnel in general functions and specific duties.
4. Maintains voluminous and complex administrative and general reports; reviews various reports and forms for completeness.
5. Composes ordinances, resolutions and accompanying memoranda for assembly action.
6. Renders administrative assistance to the Borough Assembly.
7. Administers the appointment process for all Borough boards and commissions, including the preparation of the notice of vacancies, maintaining various filing periods and forwarding applicants to the Mayor/Assembly as appropriate. Administers/updates the boards and commissions online membership rosters and online applications.
8. Performs research for public, borough staff and assembly.
9. Acts as voter registrar, voter registrar trainer and notary public.
10. Attends municipal clerk training sessions while working for professional certification with International Institute of Municipal Clerks (IIMC). Once certification attained, participates in continuing education as appropriate.
11. Performs other specialized and complex duties as assigned.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate orally and to use hands dexterously to operate office equipment. The employee frequently is required to sit; and occasionally required to stand, walk, and reach with hands and arms. 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.

Position Description Record:

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