


Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Brent Johnson, Assembly President
Assembly Members

FROM: Michele Turner, Borough Clerk 

DATE: April 25, 2024

RE: Confirming the Appointment of Jason Kasper to the Position of Deputy Clerk

Pursuant to Chapter 22.10 of the Kenai Peninsula Borough Code, the name of Jason Kasper is hereby submitted for confirmation to the position of Deputy Borough Clerk.

KPB 22.10.060 states, the Borough Clerk is authorized to appoint the Deputy Borough Clerk who shall be confirmed by the Assembly. The pay and benefits plan shall be the same as for administrative employees. The Borough Clerk shall recommend, and the Assembly shall set, the actual salary within the limits of the pay plan.

The Deputy Borough Clerk position is a Legislative, Level 3 service type. The Level 3 salary range for the current fiscal year is noted below:

<u>Minimum</u>	<u>Mid point</u>	<u>Maximum</u>
\$74,654	\$91,493	\$108,923

Mr. Kasper's resume and the job description are attached. Based on his qualifications, experience and accomplishments, I recommend his confirmation and starting salary at \$92,500.

Thank you.

JASON KASPER

6841 Sweetgum Ave NE

kasper.jasonmichael@gmail.com

Lacey, WA 98516

PROFESSIONAL PROFILE: Self-motivated, service-focused individual with 20 years as a member of the U.S. Military. Detail-oriented and organized, exemplifies professionalism and an ability to manage multiple projects and tasks at any given moment. Keen problem-solving, decision-making, and organizational improvement. Maintains strong leadership qualities and has the ability to work with individuals from varying backgrounds, while promoting team values.

SKILLS SUMMARY:

- Excellent verbal and written communication skills
- Adaptability and ability to work under pressure
- Team player, works well with others to accomplish collective goals
- Analytical, able to assess situations quickly and efficiently
- Ability to understand and follow oral and written instructions quickly and accurately
- Proficient with Microsoft Office software suite

WORK EXPERIENCE:

May 2021 – Current: State of Washington Department of Ecology – Management Analyst 5

- Agency Records Officer; supervises Library and Records & Information team; coordinates records and information planning; establishes and guides record management fundamentals, policies, and procedures; liaison to Washington records agencies; collaborates directly with IT Leadership on electronic records risk management; member of Microsoft 365 transition team and Electronic Content Management (ECM) development team.

Jan 2019 – May 2021: State of Washington Department of Ecology – Management Analyst 3

- Electronic Records Management Specialist; responsible for leading, facilitating, and supporting Ecology's process improvement related to the management of electronic records; performs technical research, data collection, analysis, and plan formation; manages Ecology's extensive forms database as Agency Form Manager; document accessibility Super User; member of SharePoint governance committee.

Mar 2018 – Dec 2018: State of Washington Department of Ecology – Administrative Assistant 3

- Confidential assistant to the Toxics Cleanup Program, Information & Policy Section; responsible for day-to-day office administration and operations; oversaw personnel issues and requirements; proofread policy and rulemaking publications, fact sheets, and documentation; coordinated travel, meeting, and event logistics; supervised and lead administrative team.

Dec 2004 – Jun 2013: United States Air Force – Operations Non-Commissioned Officer

- Responsible for maintaining budget and fiscal data, records, supplies, equipment, and office administration; managed physical, personal, and computer security requirements for office personnel; coordinated military ship and aircraft visits to include associated logistics; collaborated office requirements with American Embassy officials; direct liaison between host government military, Embassy offices, and U.S. Military.

Aug 1992 – Dec 2004: United States Air Force – Structural Maintenance Craftsman

- Responsible for performing and supervising functions dealing with military aircraft maintenance; oversaw safety, security, training, and procurement functions; coordinated maintenance requirements between multiple offices.

EDUCATION:

Bachelor's Degree in Management Studies, University of Maryland University College, August 2017

Associate's Degree in Applied Science – Information Management, Community College of the Air Force, Feb 2006

Associate's Degree in Applied Science – Airframe Repair Technology, Community College of the Air Force, Mar 2002

TRAINING:

- Professional Military Education - Leadership and Management
- Prosci Change Management Certification
- Facilitation Skills for Scientists and Resource Managers
- Washington State Project Management Essentials

REFERENCES: Furnished upon request



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 assigned office functions, acts as computer systems administrator for the department, and assists in the administration of local elections and Assembly functions as assigned by the Borough Clerk.

Minimum Qualifications: Four years' experience in Public Administration and/or local, state or federal government or comparable related fields (such as legal, regulatory, and financial or insurance institutions), including 2 years' supervisory experience. Advanced knowledge of Windows Office suite products and networking systems; excellent English, spelling, punctuation and grammar skill; 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 assigned by the Borough Clerk.
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 the department.
3. Trains new personnel in general functions and specific duties as assigned by the Borough Clerk.
4. Maintains voluminous and complex administrative and general reports; reviews various reports and forms for completeness, including maintaining the department's fixed assets inventory
5. Composes ordinances, resolutions and accompanying memoranda for assembly action as assigned by the Borough Clerk.
6. Renders administrative assistance to the assembly as assigned by the Borough Clerk.
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 commission 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 session while working for professional certification with International Institute of Municipal Clerks (IIMC). Once certification is attained, participates in continuing education as appropriate.
11. Performs other specialized and complex duties as assigned by the Borough Clerk.

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:

Date Updated: 08.11.2023

Reason for Update: Revised

Date Updated: 11.07.2022

Reason for Update: Revised

Date Updated: 11.06.2019

Reason for Update: Reformatted

Date Updated: 10.2008

Reason for Update: Revised

Date Updated: 11.2007

Reason for Update: Reviewed & revised
