

Introduced by: Mayor
Date: 10/22/19
Action: Adopted
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2019-052**

**A RESOLUTION AUTHORIZING A NEW PROGRAM MANAGER- OPERATIONS
POSITION IN THE OFFICE OF EMERGENCY MANAGEMENT, AND DELETING
ONE ADMINISTRATIVE ASSISTANT POSITION**

WHEREAS, the current structure of the Kenai Peninsula Borough Office of Emergency Management (“OEM”) consists of a senior manager, a program manager-preparedness, a technician and an administrative assistant; and

WHEREAS, several recent emergency events throughout the borough, including three simultaneous fires, two local water shortages as well as flooding in the Seward Bear Creek area requires the reorganization of the OEM to better support the necessary functions of the department; and

WHEREAS, the administration has determined that an important part of that reorganization would be to authorize a new program manager-operations position to provide leadership at more than one location at a time, serve as second in command at incidents and, during the absence of the OEM senior manager, provide coverage as the acting OEM senior manager; and

WHEREAS, during recent emergency events the administration determined that the administrative assistant position is an underutilized position and no longer required as the duties of this position can be absorbed by other positions offsetting a large portion of the funding for the new position without significant impact on operations; and

WHEREAS, KP.B 3.04.115 requires the assembly to authorize all positions of employment in the administrative service; and

WHEREAS, additional funding is not being requested for the position for FY20;

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

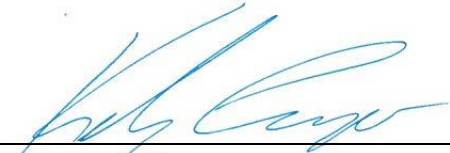
SECTION 1. That an administrative position of Program Manager - Operations (Level 3) is hereby authorized in the Office of Emergency Management.

SECTION 2. That the position of OEM Administrative Assistant be deleted from the OEM organization structure.

SECTION 3. That the Appendix A Job Descriptions and Classifications manual is hereby amended to include Program Manager-Operations with the OEM.


SECTION 4. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 22ND DAY OF OCTOBER, 2019.

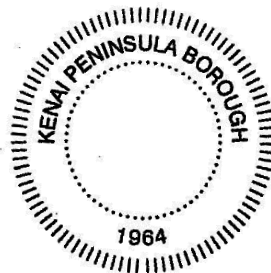


Kelly Cooper, Assembly President

ATTEST:



Jonni Blankenship, MMC, Borough Clerk



Yes: Bjorkman, Blakeley, Carpenter, Cox, Dunne, Hibbert, Johnson, Smalley, Cooper
No: None
Absent: None