

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Brent Johnson, Assembly President
Assembly Members

FROM: Michele Turner, Borough Clerk (M.T.) **LAYDOWN**

DATE: September 5, 2023

RE: Confirming the Appointment of Tamera Ward to the Position of Deputy Clerk

Pursuant to Chapter 22.10 of the Kenai Peninsula Borough Code, the name of Tamera Ward 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.

My recommendation for Ms. Ward's starting salary is \$74,654.

Management Level 3	<u>Minimum</u>	<u>Mid Point</u>	<u>Maximum</u>
	\$74,654	\$91,493	\$108,923

Ms. Ward's resume and job description are attached. Based on her qualifications, experience, and accomplishments I am pleased to recommend her confirmation.

Thank you for your consideration.

Tamera J. Ward

37200 Open Gate CT, Soldotna, AK 99669

907-687-3353

tj-ward4@hotmail.com

Skills & Abilities

- Effective Communicator- I consistently communicate with professionals and people of the community both verbally and written and can modify my communication based on the person I am communicating with to ensure understanding.
- Multi-Tasker/ Ability to Work Independently or as Part of a Team- I independently handle many projects at once by prioritizing tasks and staying organized all while meeting deadlines and exceeding the project expectations. At times working with a group is beneficial and I have worked with multiple teams over my career by using each members individual strengths to successfully finish projects all while keeping moral up.
- Knowledge of Computer and Permanent Record Filing – To be prepared for monthly, quarterly, and annual audits I kept documents organized and easily accessible for any day or time. My consistent filing made for my branches audits to be conducted smoothly and without incident.
- Dependable, reliable, and punctual- I developed schedules to best fit the public and employee needs and held myself responsible to the same standard by always being on-time, typically early, and willing to stay late when necessary.
- Motivated and goal oriented- I can review data, department expectations, and listen to feedback to develop professional goals and have constantly met and exceeded those goals.
- Resourceful- I ensure accurate completion of tasks by reviewing code and conversing with other professionals when needed.
- Fast learner- I have effectively worked in an environment where code and programs were constantly being developed and modified. In this environment I was able to successfully understand the new process or program and utilize it quickly and proficiently.

Education and Training

- Trained to Follow State and Federal Regulations, September 2015- November 2022 (various courses requiring certifications be renewed semi-annually and annually)
- University of Alaska Southeast, Enrolled January 2020, AAS/BA- Business Management
- Kenai Peninsula College, Enrolled August 2015- 2016, AAS- Business and Accounting Program
- Kenai Peninsula College, Enrolled August 2014-2015, AAS- Medical Assistant
- Kenai Central High School, Graduated May 2014

Experience

- People of Animal Welfare and Safety (PAWS) of Nome Board Member, January 2022 - Present
- Borough Clerk Assistant, April 2023 – Present, Kenai Peninsula Borough
- Branch Office Coordinator, January 2023 – April 2023, Enstar Natural Gas
- Branch Manager 1, October 2021 - November 2022, Wells Fargo Nome Branch
- Service Manager 2, November 2018 - October 2021, Wells Fargo Soldotna Branch
- Personal Banker, September 2018 - November 2018, Wells Fargo Soldotna Branch
- Service Manager 2, May 2017 - September 2018, Wells Fargo Homer Branch
- Lead Teller, March 2017 - May 2017, Wells Fargo Soldotna Branch
- Teller, September 2015 - March 2017, Wells Fargo Soldotna Branch

References

Erika Smith

Chief Retail Banking Officer (CU1)

907-953-0052

Erikarenee521@gmail.com

Kathleen Scott

Wells Fargo Branch Manager

270-903-7818

Katscott67@hotmail.com

Louise Fulton

Wells Fargo Branch Manager

907-252-6519

Mrslouisefulton@mac.com



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:

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
