



Position Description

Kenai Peninsula Borough

Special Assistant to the Mayor

Service Type: Administrative, Range 6

Definition: As a principal aide to the mayor and the chief of staff, the special assistant is responsible for the development, coordination, management, implementation and/or oversight of project[s] as assigned by the Mayor and the Chief of Staff.

Minimum Qualifications: Must have a demonstrated background in, and knowledge of, private, governmental or legislative entities and their functions. Should have considerable knowledge of the economic, demographic, and social composition of the Kenai Peninsula Borough and experience in issues affecting the borough and surrounding region. Strong written and verbal communications skills, including proficiency in computers and Microsoft Office Suite programs, are required. Must be able to travel and possess a valid Alaska driver's license to perform all job functions.

Essential Functions:

1. At the direction of the mayor and/or chief of staff, and depending upon the project[s] assigned, the special assistant will be involved in the development, coordination, management, implementation and/or oversight of special project[s].
2. 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; 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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