

KETCHIKAN CHARTER COMMISSION

AGENDA STATEMENT

NO F-3

MEETING OF February 20, 2004

ITEM TITLE Motion to begin a search for a staff secretary depending on available funding (Note: postponed from February 6, 2004) SUBMITTED BY John Harrington

SUMMARY STATEMENT

It has been discussed in prior meetings that the addition of a part-time staff person is a necessity in order for the Commission to conduct its business in a timely manner. This part-time person could be hired directly by a committee consisting of the Commission Chair or his designee, the Commission Secretary, and the Borough Clerk, or under the auspices of the Borough's standard hiring platform. The person could be paid by salary by the Borough, utilizing grant funds or funds provided to the Commission by the Borough. If this option were chosen, taxes would be taken from the staff position's pay. Or, the position could be under contract with the Borough d/b/a the Ketchikan Charter Commission, and be paid a straight rate, with no taxes removed, by the Borough using grant funds or funds provided to the Commission by the Borough.

It is recommended that the salary for this position be \$20 per hour in order to make a part-time position more attractive to qualified applicants and in order to ensure the position is taken for the entire duration of this Commission's efforts. Turnover in this position would cause an undue burden for the Commission Secretary and could potentially cause the work of the Commission to be slowed.

It is also desirous to have the Ketchikan Gateway Borough be the agency conducting the hiring, since they will be the pass-through agency for the grant funding from the LBC, as well as a contributor to the financial needs of the Commission's work.

It is felt that even though funding is not yet guaranteed, the hiring process should start as soon as possible.

RECOMMENDED ACTION:

"I move to approach the Borough and the Borough Clerk and request assistance in advertising, hiring, and providing a pay mechanism for a 20-hour per week staff person to assist the Commission with their elected responsibilities."

Suggestions for staff position duties:

1. Transcribe Commission minutes.

2. Provide legal notice of Commission meetings to media.
3. Assemble, format, print and distribute both electronic and hard copies of the Commission's meeting packets.
4. Handle Commission email correspondence, making certain items are posted on the Commission's webpage on SitNews; ensure Commissioners are provided electronic copies of all new email and hard copies of regular correspondence; assist Commissioner's with official correspondence; and type a variety of documents. Must be familiar with Microsoft Word and Excel.
1. Maintain official Commission files.
6. Have the ability to work flexible hours.
7. Be willing to commit to employment with the Commission until the Charter has been submitted.
8. Be able to research issues and obtain documentation at the request of the Commissioners.
9. Be able to interact regularly with the public, governmental representatives in a manner reflecting positively on the Commission.