

SCIP
Management
Structure

Exhibit A - Scope of Work

FY 2008 Agreement Between

**City & Borough of Sitka
And**

Sitka Economic Development Association

SUMMARY:

Assist with marketing, sales, business details, projects, clerical & administrative work by:

ESSENTIAL DUTIES AND RESPONSIBILITIES are to provide administrative support services to the Sawmill Cove Board & Municipal Administrator. Includes but is not limited to:

1. Serves as staff to the Sawmill Cove Board of Directors.
2. Responds to direction, supervision and requests of the Municipal Administrator
3. Prepares and executes marketing plans and engages in sales and follow up work.
4. Works with and through City and Borough staff on an as needed basis.
5. Works with and responds to Sawmill Cove prospects interested in leasing space.
6. Works with Sawmill Cove tenants on an as needed basis.
7. Negotiates lease terms with business prospects on behalf of the Board.
8. Prepares strategic plans with the Board's input.
9. Prepares Board meeting agendas and packets.

(Ord. 00-1568 § 4 (part), 2000.)

2.38.120 Director duties and responsibilities.

A. The director is responsible for the overall supervision and direction of the affairs of the Sawmill Cove industrial park. The authority and duties of the director shall include the following:

1. To be responsible for carrying out all applicable laws, ordinances, rules, and regulations;
2. To be responsible for carrying out policies established by the board of directors and assembly;
3. To prepare and submit to the board of directors for approval, a plan of organization and a job classification plan for the personnel employed in the Sawmill Cove industrial park;
4. To prepare an annual budget as required by municipal ordinance;
5. To select, employ, control, and discharge all Sawmill Cove industrial park employees and such other employees as the assembly by ordinance hereafter places under the supervision of the director subject to the provisions of the municipal personnel policies, except that the director may recommend changes to the personnel plan to allow for the peculiarities of the operation of Sawmill Cove industrial park;
6. To prepare such reports as may be required on any phase of industrial park activity;
7. To attend all meetings of the board of directors;
8. To perform any other duty that may be necessary in the interest of the industrial park area.