



City of Kenai Position Description Receipt and Acknowledgement

Employee Name: _____

Position Title: _____

Department: _____

RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of the attached position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the City without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

This acknowledgment will be placed in the employee's personnel file.