

## RETIRED

EAGLE RIVER, ALASKA

Retired in November of 2012 and moved from Barrow back to Eagle River in June 2014.

## NORTH SLOPE BOROUGH

2011 - 2012

BARROW, ALASKA

Chief of Staff: Represent the Borough at various hearings, meetings, conferences, and negotiations between the Borough, other Local Jurisdictions, the State, and the Oil Companies. Monitor and evaluate proposed legislation at local, state, and federal levels and make recommendations to the Mayor. Administer special projects in the area of government affairs, and act as Mayor and CAO when the Mayor and CAO were off slope.

## NORTH SLOPE BOROUGH

2006 - 2011

BARROW, ALASKA

CFO and Director of Administration and Finance: Direct the operations of the Department of Administration and Finance including: Accounting, Payroll, Budget, Tax Audit, Assessing, Personnel, Shipping and Inventory Control, Purchasing, Grants Administration, Information Systems, Investment and Debt Management, Insurance, and Risk management. Manage \$1 Billion investment portfolio, \$500 Million Debt, and \$300 Million annual budget.

## STATE OF ALASKA

2001 - 2006

ANCHORAGE, ALASKA

State Petroleum Property Assessor: Responsible for valuation, certification, and tax collection, of property tax assessments for all oil and gas properties in the state of alaska. Duties include appraisal, and audit of all properties assessed under AS 43.56, including market data research, property inspections, developing depreciation and inflation schedules, Appeal review, and Defense of valuations before the state Assessment review board. I am also called upon to testify as an expert on property tax issues before the Alaska legislature and in negotiations between the State, industry, and affected municipalities.

## HOFFBECK & ASSOCIATES

1999 - 2002

EAGLE RIVER, ALASKA

Founder and owner of Hoffbeck and Associates, a consulting firm specializing in professional, administrative and technical support for Assessment jurisdictions. Major contracts include the State of Alaska, Department of Revenue, Oil and Gas Division through DAPA; State of Alaska, Department of Law; the North Slope Borough, Tax Division; and Simon Property Tax Services.

**MUNICIPALITY OF ANCHORAGE**

1998 - 1999

ANCHORAGE, ALASKA

**PARKS AND BEAUTIFICATION MANAGER:** Direct the operations of the Parks and Beautification Division through supervision of the Maintenance, Horticulture, Beautification, Volunteer, Community Work Service, and Design and Development Sections (eight direct report supervisors and a staff of 110). Prepare and implement, budgets, work plans, and operating procedures for the Division. Represent the Division at various hearings, meetings, conferences, and negotiations pertaining to Park issues. Assist the Director of Cultural and Recreational Services in developing priorities, strategies, and policies regarding park issues as well as determine methodologies for implementation.

**NORTH SLOPE BOROUGH**

1995-1997

ANCHORAGE, ALASKA

**TAX DIVISION MANAGER:** Direct the operations of the Tax Division through direct supervision of the day-to-day operations of the Tax Audit Office and Barrow Assessors Office. Prepare and implement, budgets, work plans, and operating procedures for the Tax Division. Represent the Borough at various hearings, meetings, conferences, and negotiations pertaining to tax issues between the Borough, other Local Jurisdictions, the State, and the Oil Companies. Assist the Director of Administration and Finance in developing priorities, strategies, and policies regarding tax issues as well as determine methodology for implementation. Monitor and evaluate proposed legislation at local, state, and federal levels and make recommendations to the Director of Administration and Finance. Administer special projects in the area of government affairs, as assigned by the Director of Administration and Finance.

**NORTH SLOPE BOROUGH**

1992 - 1995

ANCHORAGE, ALASKA

**LEAD TAX AUDITOR:** Plan, coordinate and conduct independent field or office audits of complex gas and oil company property tax returns using accepted audit techniques to ensure compliance with Local Ordinance and State Statutes (29.45 & 43.56). Valuation of Real and Personal Property using accepted appraisal techniques. Preparation and presentation of formal reports on audit findings and appraisal conclusions. Development of spreadsheet applications for valuation and audit of personal and real property as well as revenue forecasting. Implementation and development of an automated appraisal system for use in the Borough. Consultation with other departments concerning legal, economic, taxation, and computer issues. Instructing courses on appraisal techniques.

**APPRAISAL COMPANY OF ALASKA**

1990 - 1992

ANCHORAGE, ALASKA

**APPRAISER:** Assessment and insurance appraisals for various communities outside the Anchorage area including: King Salmon, Valdez, Wrangell, and Barrow. Duties include the physical inspection and valuation of properties as well as updating assessment and insurance records. These values were primarily based on market adjusted RCNLD and required the use of Marshall/Swift appraisal manuals and software for valuation and Macdraft (CAD) for sketching and record keeping.

**MUNICIPALITY OF ANCHORAGE APPRAISAL**  
ANCHORAGE, ALASKA

1986 - 1992

**RESIDENTIAL APPRAISAL SUPERVISOR:** Supervision of five appraisal analysts and six senior appraisers. This includes hiring, performance review, and disciplinary actions. Duties also include: developing and providing training to the entire staff relative to residential property valuations emphasizing appraisal techniques used and the basis of market modeling and cost estimation; providing technical and professional assistance as well as policy guidelines to facilitate the valuation of all residential improved and vacant parcels using both traditional and computer properties, valuation review, record keeping, and appeal/appraisal write-ups; providing reports identifying how market models and cost tables were developed; review of appraisals and transfer documents submitted for valuation review; presentation of cases before the Board of Equalization, presentations to community and professional organizations; and interaction with the general public, real estate agents, and other appraisers.

**MUNICIPALITY OF ANCHORAGE**  
ANCHORAGE, ALASKA

1983 - 1985

**SENIOR REAL PROPERTY APPRAISER:** Performance of physical inventories on real properties; making market value determinations on properties using cost, market, statistical and income approaches; performance of programming tasks for sales analysis; collection and compilation of sales data; explanation of appraisals and other record data to taxpayers, real estate agents, and other appraisers; writing of reports for Board of Equalization hearings; valuation of properties under lease restrictions; and updating of real property records.

**BUILDERS ALLIANCE OF ALASKA**  
ANCHORAGE, ALASKA

1981-1983

General contractor: building houses in Eagle River, Chugiak, and the Matsu.

**BLM**

ANCHORAGE, ALASKA

1980 - 1981

Rec Technician/ Land Law Adjudicator:

**LIBERTY UNIVERSITY**

LYNCHBURG, VIRGINIA

Masters of Divinity

2009 – 2014

**LIBERTY UNIVERSITY**

LYNCHBURG, VIRGINIA

Masters Degree in Pastoral counseling

2009 - 2012

**UNIVERSITY OF MINNESOTA**  
ST. PAUL, MINNESOTA

**BS WITH DISTINCTION RESOURCE MANAGEMENT(RRM)**

1976 - 1979

This is an interdisciplinary curriculum dealing primarily with the physical and environmental impacts of resource development and management as well as the social and economic impacts of that development.

**UNIVERSITY OF MINNESOTA**  
DULUTH, MINNESOTA

1975 - 1976

Studies in Environmental Engineering