

***CONFIRMATION
HEARINGS***

January 31, 1990

The Honorable Sam Cotten
Speaker of the House
Alaska State Legislature
P.O. Box V
Juneau, AK 99811

Dear Representative Cotten:

In accordance with AS 39.05.080 and Article III Sections 25 and 26 of the Alaska Constitution, I submit the following names for legislative confirmation of appointment to the position noted:

DEPARTMENT OF ADMINISTRATION

Commissioner Frank Baxter - Juneau
Appointed 12/1/89

S.A.

BOARDS AND COMMISSIONS:

Alaska State Board of Public Accountancy
Baxter, Frank S. - Juneau
Term began 5/10/89 expires 4/25/93

L+C

Alcoholic Beverage Control Board

Gordon, Michael W. - Anchorage
Original term began 1/28/87 reappointed 12/18/89
expires 1/31/93

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Perkins, Jane C. - Nome

Original term began 10/19/83 reappointed 12/18/89
expires 1/31/93

State Board of Registration for Architects, Engineers, and Land Surveyors

Peratrovich, Jr., Roy - Anchorage
Original term began 9/2/88 reappointed 10/20/89
expires 7/1/93

L+C

Gampson Jones, Sandra L. - Anchorage

Original term began 10/19/83 reappointed 10/20/89
expires 7/1/93

Board of Governors of the Alaska Bar
Lauesen, Beth - Fairbanks
Term began 12/18/89 expires 6/30/92

Jud

Board of Barbers and Hairdressers

Evans, Mark - Fairbanks
Term began 8/28/89 expires 7/1/93
Sadlier, Elaina M.
Original term began 10/1/86 reappointed 8/28/89
expires 7/1/93

L+C

Big Game Commercial Services Board

Alsworth, Glen - Port Alsworth
Term began 8/29/89 expires 6/30/90
Clark, Art - Anchorage
Term began 8/29/89 expires 6/30/93
Doody, Michael J. - Eagle River
Term began 8/29/89 expires 6/30/90
Johnson, Paul E. - Elfin Cove
Term began 8/29/89 expires 6/30/92
Mahay, Stephen T. - Talkeetna
Term began 8/29/89 expires 6/30/91
McClintock, Sharon - Chugiak
Term began 8/29/89 expires 6/30/92
Murray, Remie "Nell" - Kodiak
Term began 8/29/89 expires 6/30/93
Whitney, Clark - Soldotna
Term began 8/29/89 expires 6/30/91

Res

Board of Chiropractic Examiners

Chivers, Betsy - Barrow
Term began 6/7/89 expires 7/15/90
Gundelfinger, D.C., Thomas - Juneau
Original term began 11/12/85 reappointed 8/28/89
expires 7/15/93
Messerschmidt, D.C., Steven D. - Juneau
Term began 10/20/89 expires 7/15/93

Hess

Board of Clinical Social Work Examiners

McMillan, ACSW, Pamela A. - Nome
Original term began 1/13/89 reappointed 7/1/89
expires 7/1/93

Hess

Alaska Commercial Fisheries Entry Commission

Listowski, Richard F. - Juneau
Original term began 3/15/83 reappointed 7/14/89
expires 7/1/93

RES

Board of Dental Examiners

Baxter, Christine A. - Fairbanks
Original term began 1/7/86 reappointed 10/3/89
expires 2/1/93
Peratrovich, George J. - Nome
Term began 10/3/89 expires 2/1/93

Hess

Shaffer, D.M.D., George E. - Ketchikan
Term began 10/3/89 expires 2/1/93
Smole, D.D.S., H. Douglas - Anchorage
Original term began 10/21/87 reappointed 10/3/89
expires 2/1/93

Board of Dispensing Opticians

Camero, Mabelita - Anchorage
Term began 7/14/89 expires 6/14/90
Kleinkopf, Dick - Fairbanks
Term began 6/12/89 expires 6/14/93
Smith, Donald R. - Anchorage
Original term began 9/19/85 reappointed 5/12/89
expires 6/14/93

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Board of Education

Gottstein, Barney - Anchorage
Original term began 12/28/82 reappointed 12/12/89
expires 1/31/95
Gray, Don I. - Fairbanks
Original term began 12/28/82 reappointed 12/12/89
expires 1/31/95

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Board of Electrical Examiners

Parks, Donald R. - Anchorage
Original term began 1/17/89 reappointed 7/1/89
expires 7/1/93

J+C

Board of Fisheries

Ivey, Bernard "Bud" R. - Juneau
Term began 1/31/90 expires 1/31/93
Lyons, Deborah - Petersburg
Term began 1/31/90 expires 1/31/93
Martin, Michael R. - Anchorage
Term began 1/31/90 expires 1/31/93

Res

Board of Game

Huntington, Sidney - Galena
Original term began 2/2/81 reappointed 1/31/90
expires 1/31/93
Maher, Rosemarie - Northway
Term began 1/31/90 expires 1/31/93
Wallen, R.T. "Skip" - Juneau
Term began 1/31/90 expires 1/31/93

Res

State Commission for Human Rights

Otto, Deborah A. - Juneau
Term began 1/16/90 expires 1/31/91

S.A.

Commission on Judicial Conduct

Saunders, Stacey - Anchorage
Term began 5/12/89 expires 12/31/92

Jud

Judicial Council

Roller, Janis G. - Anchorage
Term began 8/28/89 expires 5/18/95

Jud

Board of Marine Pilots

O'Hara, Captain Michael J. - Palmer
Term began 8/28/89 expires 6/1/93

Trsp

pilot position
for S.W
region

Board of Mechanical Examiners

Carey, Raymond G. - Anchorage
Original term began 1/13/88 reappointed 5/12/89
expires 6/9/93

α + C

Board of Nursing Home Administrators

Palmquist, Rose - Wasilla
Term began 10/19/89 expires 10/1/93

Hess

Occupational Safety and Health Review Board

Weiss, Ph.D., Lawrence D. - Anchorage
Term began 10/20/89 expires 8/1/93

Hess

Board of Examiners in Optometry

Matson, O.D., James - Juneau
Term began 11/30/89 expires 6/15/93

Hess

Board of Pharmacy

Murphy, Laura - Fairbanks
Term began 8/21/89 expires 4/1/93
White, Trish - Sitka
Term began 8/21/89 expires 4/1/91

Hess

State Physical Therapy and Occupational Therapy Board

Ingram, Beverly A. - Juneau
Original term began 2/5/88 reappointed 1/18/90
expires 1/1/94
Pomeroy-Horne, Mary - Wasilla
Term began 10/3/89 expires 9/1/93

Hess

Professional Teaching Practices Commission

Holst, John - Ketchikan
Term began 10/17/89 expires 7/1/90
Houghton, Richard C. - Seward
Original term began 9/8/87 reappointed 10/17/89
expires 7/1/92
Weinstein, Robert - Ketchikan
Original term began 7/18/86 reappointed 10/17/89
expires 7/1/92
Wiggins, Roena A. - Anchorage
Term began 10/17/89 expires 7/1/92

Hess

Board of Psychologist and Psychological Associate Examiners

Harper, Ph.D., James F. - Anchorage
Original term began 10/31/86 reappointed 8/28/89
expires 7/1/93

Hess

Wiszinckas, Ph.D., Evelyn - Kodiak
Term began 8/28/89 expires 7/1/93

Alaska Public Offices Commission
Burbank, Winston S. - Fairbanks
Term began 1/18/90 expires 2/1/93

Railroad Labor Relations Agency
Tilsworth, Debbie J. - Fairbanks
Term began 11/30/89 No term

Alaska Public Utilities Commission
Foster, Mark A. - Anchorage
Term began 12/1/89 expires 10/31/93

Board of Veterinary Examiners
Frith, D.V.M., MPH, Paul O. - Fairbanks
Original term began 10/20/89 reappointed 12/12/89 expires 1/31/94

Violent Crimes Compensation Board
Eastaugh, Carol B. - Auke Bay
Original term began 1/29/81 reappointed 11/30/89 expires 12/15/92

Alaska Workers' Compensation Board
Richards, David W. - Juneau
Original term began 1/19/77 reappointed 10/3/89 expires 7/1/92
Thompson, Stephen M. - Fairbanks
Original term began 11/29/85 reappointed 10/3/89 expires 7/1/92

The resumes for these appointments are attached.

Sincerely,

S/S Steve Cowper
Steve Cowper
Governor

Attachment
SC:PF:kn

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S.A.

BOARD: MARINE PILOTS, BOARD OF

BOARD NUMBER: 59

TITLE: Board of Marine Pilots

DEPT: Department of Commerce and Economic Development

AUTHORITY: AS 08.62.010

STATUS: June 30, 1991

REQUIREMENTS: LEGISLATIVE CONFIRMATION

PROHIBITIONS: Cannot serve more than all or part of two consecutive terms.

TERM: 4 years

DESCRIPTION: 7 members - 6 appointed by Governor: 2 licensed pilots actively engaged in piloting vessels (subject to statute), 2 agents or managers of vessels, and 2 public members, plus the Commissioner or his designee of the Dept. of Commerce and Economic Development; not more than one pilot and one agent shall be from any one judicial district; must be Alaska residents; pilots and managers are subject to legislative confirmation.

SPECIAL FACTS:

FUNCTION: Regulates and controls applications, licenses, and permits of marine pilots.

COMPENSATION: Standard travel/per diem.

MEETINGS: 2 times per year; 4 days maximum.

*FOR FURTHER INFORMATION CONTACT: Licensing Examiner, Division of Occupational Licensing, Dept. of Commerce and Economic Development, Box D, Juneau, AK 99811 PHONE: 465-2542

MARINE PILOTS

MEMBER	APPT	REAPT	REAPT	TERM
H. K Elsensohn 119 Austin, Apt. 506 Ketchikan 99901 Pilot/Southeast	87/06/01	0/00/00	0/00/00	91/06/01
Mark A Foster 1220 Chena Ridge Road Fairbanks 99709 Public	88/01/21	0/00/00	0/00/00	91/06/01
William C Lorch P.O. Box 19-0224 Anchorage 99519 Agent	88/10/28	0/00/00	0/00/00	92/06/01
Richard Monkman DCED/P.O. Box D Juneau 99811 Commissioner/Designee Chair	89/03/15	0/00/00	0/00/00	0/00/00
Michael J O'Hara P.O. Box 1443 Palmer 99645 Pilot/Southwest	89/08/28	0/00/00	0/00/00	93/06/01
Russell M Sell 8740 Hartzell Road Anchorage 99507 Public	88/10/28	0/00/00	0/00/00	92/06/01
M. Paul Taylor P.O. Box 241 Skagway 99840 Agent	86/10/31	0/00/00	0/00/00	90/06/01

Nancy Ferguson



STATE OF ALASKA
OFFICE OF THE GOVERNOR
Pouch A
Juneau, Alaska 99811-0101

RECEIVED
APR 26 1989

BOARDS AND COMMISSIONS RESUME

INSTRUCTIONS

A separate application is required for each position for which you apply. Complete an rapid and accurate processing of your resume. The initial determination of whether you qu will be based on this application.

card/appt

Please type or print legibly in ink. Forward to the above address. Be sure your answers answer may result in your disqualification or removal from office if you are appointed.

26

Position for which I am applying:

ALASKA Board of Marine Pilots, Southwest Alaska Pilot Position

Please list any other State Board or Commission on which you serve:

None

BOARDS & COMMISSIONS

APR 26 1989

REPORT ADDRESS AND TELEPHONE CHANGES PROMPTLY

Name <i>Michael J O'Hara</i>		Previous Name applied under <i>None</i>
Mailing Address <i>PO Box 1443</i>	Residence Address <i>176 BLK 6 Barry's Resort Subd, PALMER AK</i>	
City, State and Zip Code <i>PALMER AK 99695</i>		
Home Telephone <i>907-745-3518</i>	Business or Message Telephone <i>907-745-3518</i>	

AS 39.05.100 requires that a person appointed to a board or commission be a registered voter BEFORE the last general election held *Nov. 88*

Are you a registered voter? YES NO

Voter Registration Number (Optional)

990836

Social Security Number (Optional)

547-76-2053

Have you ever been convicted of a misdemeanor within the past five years or a felony within the past ten years? YES NO
If "YES", explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification. The number of convictions, nature, recency, and relationship to the board position applied for will be evaluated and a determination will be made after a review of all relevant facts.

A policy in the Governor's Office pertaining to boards and commissions is that a member attend at least 75% of the meetings. Are there any circumstances in either your professional or personal life which would prevent you from participating at the required meetings? YES NO

If "YES", explain on a separate sheet of paper and attach to this application.

This position may require that the member travel to either urban or rural (or both) areas. Are there any circumstances which would prevent you from participating? *NO*

CONFLICTS OF INTEREST: Certain Boards and Commissions require full disclosure of personal financial data under AS 39.50.01. If required for the Board or Commission for which you are applying, are you willing to do so?

YES NO

Could you or any member of your family be affected financially by decisions to be made by the Board or Commission for which you have applied?

YES NO If "YES", explain.

others. I am a pilot. RATE increases are passed by Pilot board among

The Office of the Governor will not discriminate against an applicant for a Board or Commission based on Sex, Age, National Origin, Marital Status, Pregnancy, Handicap, Religion, or Parenthood.

TRAINING & EXPERIENCE: (If resume attached, it is not necessary to complete Items A-D)

A. List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:

state License AA 072
SEE RESUME

B. List both formal and informal education and training experience (use additional paper if necessary):

SEE RESUME

C. List any community service positions, municipal government positions, state positions held, and list any awards received. These include both compensated and uncompensated positions (for example, president of a service organization or a mayor). Also include length of time served in the positions.

SEE RESUME

D. Employment work history: paid, unpaid, or voluntary (use additional paper if necessary):

SEE RESUME

The Office of the Governor and the State of Alaska have an Affirmative Action Equal Employment Opportunity Program. To assist in the program, you are asked to voluntarily answer the following questions to provide the information necessary for reporting purposes. Under State and Federal law, the information you provide will not be used to illegally discriminate against you.

SEX

- Male
 Female

ETHNIC BACKGROUND

- White Black Alaska Native Asian or Pacific Islander
 American Indian Hispanic Other

Date of Birth

CERTIFICATION: I swear that the information I have entered on this form is true to the best of my knowledge. I understand that if I deliberately conceal or enter false information on the form my application may be rejected, I may be removed from the list of eligible candidates or I may be removed from the position. I agree that the Office of the Governor may contact present or former employers or other persons who know me to obtain additional information about my skills and abilities. I understand that the information on this application is public information and may be released through a legal request for such information.

Signature in Ink

Michael A. Hagan

Date

4/22/85



CAPTAIN MICHAEL J. O'HARA,

Southwest Alaska Pilots Assoc.



P.O. Box 977
Homer, Alaska 99603
(907) 235-8783

P.O. Box 1443
Palmer, Alaska 99645
(907) 745-3518

OBJECTIVE

To be appointed to the Alaska Board of Marine Pilots as a Southwest Alaska Pilot beginning June, 1989.

EXPERIENCE

1979-Present Member Southwest Alaska Pilots. Pilot for VLCC's in Valdez and all other ships in Southwest Alaska. See "We Alaskans" Anchorage Daily News (copy enclosed).

1968-78 Chief Mate on Sealand's Aleutian Developer, Portland, Galveston in Alaska. Third and Second Mate on American President Lines, Grace Lines, and Trinidad Tankers on coastwise and Far East routes.

LICENSE

Unlimited tonnage in Southwest Alaska and Bristol Bay, Yakutat, Icy Bay. See attachment. VLCC endorsement pending.

EDUCATION

Port Revel, Grenoble Simulator Tanker Shiphandling School, November, 1979.

University of California, Santa Cruz, B.S. Earth Science, 1974
California Maritime Academy, B.S. Nautical Science, Third Mate's License, 1968.

RESIDENCE

15 years Alaska resident at above address, Palmer, Alaska.

PERSONAL

Born September 13, 1947 in Munich, Germany, American parents. Graduated from Los Gatos High School, Los Gatos, CA in 1965.

Married to Patricia O'Hara with three children, Siobhan, Brynn, and Devon.

REFERENCES

Provided on request

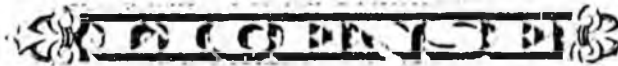
SERIAL NUMBER

543777

ISSUE NUMBER

2-6

UNITED STATES COAST GUARD



TO U.S. MERCANT MARINE OFFICER

This is to certify that * * * MICHAEL J. O'HARA * * * * *
having been duly examined and found competent by the
undersigned, is licensed to serve as MASTER OF OCEAN STEAM OR MOTOR
 VESSELS OF NOT MORE THAN 1,600 GROSS TONS; ALSO, CHIEF MATE OF OCEAN
 STEAM OR MOTOR VESSELS OF ANY GROSS TONS; ALSO, FIRST CLASS PILOT OF
 VESSELS OF ANY GROSS TONS UPON THE WATERS OF WESTERN ALASKA, PRINCE
 WILLIAM SOUND AND ICY BAY, ALASKA; ALSO, FIRST CLASS PILOT OF VESSELS OF
 NOT MORE THAN 1,600 GROSS TONS UPON MONTY BAY AND THE PORT OF YAKUTAT,
 ALASKA; ALSO, RADAR OBSERVER - UNLIMITED (EXPIRES MARCH 1993). - - - - -

for the term of five years from

Given under my hand this 14TH *day of* MARCH, 1989



ANCHORAGE, ALASKA

R.A. Blais

R. A. BLAIS, LCDR, USCG, CREC

By direction of *Officer in Charge of Marine Inspection*

BOARD: RAILROAD LABOR RELATIONS AGENCY

BOARD NUMBER: 89

TITLE: Railroad Labor Relations Agency

DEPT: Department of Commerce and Economic Development

AUTHORITY: AS 42.40.730

STATUS: ACTIVE

REQUIREMENTS: LEGISLATIVE CONFIRMATION

PROHIBITIONS:

TERM: No Term Specified

DESCRIPTION: 3 members appointed by the Governor: one member shall be a member of the State Personnel Board. All members serve at the pleasure of the Governor.

SPECIAL FACTS:

FUNCTION: Deals with the Alaska Railroad Corporation concerning grievances, labor disputes, wages, hours, and conditions of employment as detailed under AS 42.40.710 - .890.

COMPENSATION: Standard travel/per diem.

MEETINGS: As necessary.

*FOR FURTHER INFORMATION CONTACT: Assistant to the Board,
Railroad Labor Relations Agency, P.O. Box 6701, Anchorage, AK
99502 PHONE: 276-3120

RAILROAD LABOR RELATIONS

MEMBER	APPT	REAPT	REAPT	TERM
Robert M Piazza 801 Fireweed Lane, Ste 201 Anchorage 99503 Labor	85/02/06	0/00/00	0/00/00	0/00/00
Debbie J Tilsworth 1900 Raven Drive Fairbanks 99709 Management	89/11/30	0/00/00	0/00/00	0/00/00
VACANT	0/00/00	0/00/00	0/00/00	0/00/00

Personnel Board

R E S U M E

DEBBIE J. TILSWORTH
1900 Raven Drive
Fairbanks, Alaska 99709
(907) 479-0631

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GOVERNOR'S OFFICE

Career Objective: To serve in a management capacity in a non-profit organization or in a company that is committed to excellence, where my expertise in administration, marketing, public relations, and problem-solving can be fully utilized.

EMPLOYMENT HISTORY

Executive Director, United Way of the Tanana Valley, Fairbanks, Alaska
May 1987 to present

DUTIES: Serve as the principal professional resource to the 24-member United Way Board of Directors; plan and develop an annual fund raising campaign; manage the budget, collection and disbursement of funds; manage the allocations process, public relations, and volunteer development of United Way; and advise the Board on policies and procedures. Since 1987, the campaign has grown from \$585,000 to \$1,000,000, our member agencies have increased from 18 to 24, a Donor Option program has been implemented to allow designations to any non-profit organization in Alaska, and a Volunteer Action Center has been opened.

Executive Assistant and Community Relations Coordinator, MAPCO Alaska Petroleum Inc., Fairbanks, Alaska
January 1986 to May 1987

DUTIES: Community relations, advertising, coordination of special projects and events, preparation of press releases, public speeches and presentations, administration of corporate contributions, liaison with Advisory Board, research and analysis of petroleum related information, speech writing, and report writing.

Administrative Supervisor, MAPCO Alaska Petroleum Inc., Fairbanks, Alaska
April 1983 to December 1985

DUTIES: Supervision of administrative staff and information systems, selection of equipment and negotiation of leases, administrative research projects aimed reducing costs and increasing efficiency, coordination of assignments.

Substitute Teacher, Fairbanks North Star Borough School District, Alaska
November 1982 to April 1983

DUTIES: Substitute teacher for grades K-6.

Administrative Assistant III, University of Alaska, Office of Assistant to the President for Academic Affairs, Fairbanks, Alaska
December 1976 to September 1978

DUTIES: Monitored legislation affecting the University, completed projects associated with faculty tenure, promotion, and degree requirements; performed office accounting functions and assisted in preparation of budget; supervised office personnel.

Administrative Assistant I, University of Alaska, Office of Continuing Education and Summer Sessions, Fairbanks, Alaska

June 1975 to December 1976

DUTIES: Performed budgetary and personnel assignments for the Dean.

Technical Assistant, Lames & Moore Environmental Consultants, Fairbanks, AK
December 1973 to June 1975

DUTIES: Monitored lab results for consistency or results; typed and edited environmental reports.

Clerk, Alaska National Bank of the North, Fairbanks, Alaska

May 1972 to December 1975

DUTIES: Calculated and typed loan documents.

EDUCATION

University of Alaska, Fairbanks

B.ed. in Elementary Education, Minors in English and mathematics (1982)

Oxford University, England

Coursework in English literature and history (1982)

University of Alaska, Fairbanks

Accepted into Graduate School (1983); 12 credits completed toward M.ed. in Guidance and Counseling

American Management Association training seminars completed:

"Supervisory Skills" (Fairbanks) 1983

"Hiring and Firing" (Fairbanks) 1984

"Time Management" (Fairbanks) 1985

"Public Relations" (San Francisco) 1986

United Way of America training:

Volunteer Leaders Conference (Washington D.C.) 1987; and (Chicago) 1989

The Role of the Professional (Stanford University, California) 1987

COMMUNITY INVOLVEMENT

Sargeant-at-Arms, Sunrisers Rotary Club (1989)

Secretary, North Country Credit Union Board of Directors (1989)

Treasurer, Arctic Alliance for People (1989)

Member, Chamber of Commerce Program Committee (1987-89)

Member, Board of Directors and Vice Chairman Elect, Literacy Council of Alaska

Chairperson, Literacy Council of Alaska Fund Raising Committee (1987)

Member, American Management Association

Vice Chairperson, Coordinating and Special Events Committee, 1986 Cowper for Governor Campaign

Chairperson, Logistics Committee, 1987 Inaugural Ball for Governor Cowper

Member, Fairbanks Chamber of Commerce

PERSONAL INTERESTS

Raising and showing Shetland Sheepdogs, bicycling, reading, community involvement. Lifelong Alaskan, born in Fairbanks in December 1954; graduated from Lathrop High School in 1973; family owns and operates Polar Mining, and from 1984-86 served as a Vice President of the corporation; married to Dr. Tim Tilsworth, Professor of Civil and Environmental Engineering, UAF; two stepsons.

REFERENCES

Dr. Michael L. Rice, Dean
School of Management
University of Alaska Fairbanks
101 Bunnell Building
Fairbanks, Alaska 99775
(907) 474-7461

Ms. Sue Ellis
Business Development Consultant
Shilanski & Associates
520 Fifth Avenue
Fairbanks, Alaska 99701
(907) 452-PLAN

Ms. Rebecha Miller
Office of the Governor
State of Alaska
675 7th Avenue, Station H
Fairbanks, Alaska 99701
(907) 451-2920

MAPCO PETROLEUM Inc. - Alaska

Position: Executive Assistant and Community Relations Coordinator

Charter: The Executive Assistant and Community Relations Coordinator is responsible for public relations in Fairbanks, management of MAPCO's advertising campaign, the efficient coordination of special projects and events, monitoring legislation that concerns the oil and gas industry and testifying at public hearings as requested, administration of corporate contributions, liaison with the Alaska Advisory Board, research and analysis of data for executive use, communication of company information to the public, preparation of reports, speeches, and correspondence.

Responsibilities:

1. Promotes public relations in Fairbanks through selective participation in community activities and groups; prepares press releases; makes public presentations and speeches representing MAPCO; maintains contacts with prominent community members to provide feedback of external concerns as well as articulation of MAPCO policies to outside groups.
2. Coordinates special projects involving input from different departments; coordinates functions and events, especially those relating to public or political groups.
3. Manages advertising campaign, including formulation of strategy, selection of media, concept development, and media placement.
4. Monitors legislation that may directly or indirectly impact the oil and gas industry, testifies at public hearings as necessary, briefs executive management on status of pertinent legislation.
5. Administers corporate contributions in Fairbanks; serves as primary source of information for inquiries regarding MAPCO contribution policies and procedures; approves check requests and monitors contributions budget.
6. Acts as liaison with Alaska Advisory Board to coordinate information; researches contribution requests; prepares agenda for and staffs quarterly meetings; implements recommendations of the Board.
7. Researches information from published sources and/or community contacts, analyzes data and compiles in requested format.
8. Prepares text for executive speeches and reports, based on research results and general guidelines from Vice President-Alaska. Prepares correspondence for Vice President-Alaska.

Relationships: Reports directly to the Vice President-Alaska.

Credentials: College degree, preferably in business, journalism, or human resources fields. Knowledge of public or industrial relations, with established local contacts preferred. Minimum of five (5) years experience in business or public relations; additional experience may substitute for formal education. Position requires an individual with initiative and proven oral and written communication abilities. High level administrative skills.