

Kenai Peninsula Borough  
Office of the Borough Mayor

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**MEMORANDUM**

**TO:** Brent Hibbert, Assembly President  
Members, Kenai Peninsula Assembly

**FROM:** Charlie Pierce, Mayor *CP*

**DATE:** March 25, 2021

**RE:** Confirmation of Adeena Wilcox as Borough Assessor

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Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code, Adeena Wilcox is hereby submitted for confirmation as the Borough Assessor.

KPB 2.20.030 states:

The assembly shall examine the qualifications of the executive for the purpose of determining whether they comply with the requirements prescribed by statute or ordinance for the position occupied. If they comply, the assembly shall so find and shall confirm the appointment. If they find the executive not qualified, they shall deny confirmation and the mayor shall thereafter hire a qualified person. No more than 31 days shall pass after the mayor has submitted the name of a new executive officer before the assembly shall determine by majority vote whether or not the qualifications set by statute and ordinance have been met. Failure to consider the matter within this time shall be deemed to constitute a finding that the officer possesses the requisite qualifications.

Ms. Wilcox's resumé and job description are attached. Based on her qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.





## Position Description

### Kenai Peninsula Borough

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#### **Borough Assessor**

#### **Service Type: Administrative – Level 6**

**Definition:** Under the general direction and supervision of the borough Mayor and/or his designee, the **Borough Assessor** is responsible for operation, management and administration of the Assessment Department as set forth in KP.B 2.24, Assessment Department. The assessing department is responsible for identifying, valuing and maintaining accurate records of all taxable real and personal property within the boundaries of the Kenai Peninsula Borough, a second class borough, and maintains a comprehensive database of all taxable property within our borough's boundaries.

**Minimum Qualifications:** A bachelor's degree in a closely related field and six years of progressively more responsible experience as an assessor or deputy/assistant assessor or five years of progressively responsible real estate appraisal work including management duties. Work experience must include use of the principles, methods and techniques of real property appraisal. Must possess a basic knowledge of laws, rules and regulations governing real property appraisal. Candidate will have a demonstrated ability to exercise authority and instill confidence in managing programs subject to high scrutiny. Must demonstrate confidence and experience in public speaking. Advanced education may be substituted for up to one half of the experience requirement on a year-for-year basis; and experience may be substituted for educational requirements on a two-for-one basis (two years of additional relevant experience equates to one year of college requirement). Availability of a personal vehicle and a valid, unrestricted Alaska driver's license to perform job functions is required for this position.

#### 1. Preferred Knowledge, Skills and Certifications:

Possession of a professional certification with the International Association of Assessing Officers (CAE or RES), the Appraisal Institute (SRPA or SREA), or Alaska Certified Assessor/Appraiser (ACAA) designation is strongly preferred.

#### Essential Functions:

1. Manages and evaluates activities of property appraisers and support personnel engaged in evaluating, reporting and verifying of data and records; ensures statutory deadlines are met in producing assessment rolls.

2. Assures the development of office procedures and records systems designed to produce and maintain assessment and tax rolls, tax notices and records appropriate to the mission of the department and the borough.
3. Evaluates existing methods of technical and procedural operations, implements necessary improvements; develops and initiates long and short-term appraisal programs.
4. Assumes the responsibility for the technical accuracy and internal efficiency of the department's work product.
5. Certifies the assessment roll; supervises the investigation and resolution of assessment complaints; reviews appraisal cases; defends appraisals and coordinates presentations before the Board of Equalization or in court as needed. Prepares and delivers testimony.
6. Assists in tax code changes, annexations and incorporations.
7. Maintains working relationships and communication with other departments whose work relates to the assessor's office.
8. Interprets assessment policies and valuations to the public.
9. Develops procedures for appraisal process. Organizes and directs appraisal of borough property.
10. Directs and supervises subordinate staff; conducts performance appraisals and assigns and monitors work activities.
11. Formulates and analyzes statistical data on real estate and economic conditions. Submits reports as requested to Mayor and Assembly.
12. Negotiates settlements with property owners over disputed appraisals.
13. Develops and recommends departmental budget. Administers approved budget.
14. Drafts new and modified property tax ordinances for approval by the Mayor and Assembly.

**Other Functions:**

1. Other related duties as assigned.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Description Record:**

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**Date Updated:** 11.05.2019

**Reason for Update:** Reformatted

**Date Updated:** 08.2018

**Reason for Update** Updated, SSB

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## Adeena D. Wilcox

Proven Leadership • Safety Minded • Organization Skills • Employee Relations  
• Fiscally Responsible

Certified Mass Appraiser with over 30 years of real estate experience on the Kenai Peninsula. Proven success representing the Kenai Peninsula Borough (KPB) with the Board of Equalization (BOE). Clear communication skills with senior leaders and successfully implements policies and procedures while motivating and encouraging subordinates. Positive and respectful interaction with team members as well as members of the public.

### CAREER SYNOPSIS

#### **Acting Director of Assessing**

##### **Kenai Peninsula Borough**

11/2020-present

The senior administrative staff for the Assessing Department. Responsible for locating, identifying and valuing all parcels within the Kenai Peninsula according to State of Alaska Statute and KPB Code. Responsible for oversight and administration of exemptions. Oversee all hiring, staffing and training of 2 departments and 20 staff.

- Prepared and presented a reduced budget to Mayor for FY2022 (3.1 Million)
- Met all department deadlines to submit the preliminary real property tax roll (65,539 parcels), Oil and Gas properties (198) and Personal Property (7,328) to vender for appeal periods.
- Oversees the administration of all exemptions managed by KPB (36,754)
- Assisted Commercial Appraiser and System Analyst to complete all required tasks due to staffing shortage.
- Suggested and implemented a weekly safety program for appraisal staff.
- Worked with departments of Planning, GIS, Purchasing and Finance to propose securing Pictometry Imagery for KPB.
- Acts as liaison between Borough Assembly, property owners and general public and the Mayor's office.
- Participates in monthly Assessor work groups with Municipalities from around the state.

#### **Appraisal Manager**

##### **Kenai Peninsula Borough**

01/2020-11/2020

Lead a team of Appraisers and Appraiser Technicians to complete yearly inspections. Completed all appeals and represented the department and KPB at the BOE appeals. Responsible for all hiring, training and deadlines for appraisal division.

- Managed 571 informal appeal review, 192 formal appeal and 8 hearings to BOE with 6 of those finalized in favor of KPB.
- Organized and managed property inspections totaling 15,556.
- Instrumental in the department successfully reducing a 7-year canvas inspection cycle down to a 5-year canvas inspection cycle as mandated by KPB code.
- Oversaw the rewrite of the department appraiser field manual and inspection procedures.
- Project Manager for CARES Funding Pictometry project in the amount of \$374,855. Closing on time and under budget.
- Responsible for overseeing the hiring, training and disciplinary issues for appraisal division.

## Adeena D. Wilcox

- Responsible for preparing and maintaining appraisal budget.
- Organized all out of town inspections including workload, travel, transportation and housing.
- Responsible for all appraisal staff continuing education and firearms training.

### **Appraiser III**

#### **Kenai Peninsula Borough**

12/2011-01/2020

Senior staff certified appraiser responsible for locating, identifying and valuing properties within the Kenai Peninsula Borough.

- Worked independently and part of a team to complete all assigned tasks on time.
- Responsible for training new appraisal staff on all department policies and procedures.
- Responsible for organizing and assigning all yearend inspections.
- Participated in preparing appraisal division budget.
- Completed 1000's of property inspections and 100's of appeal hearings.
- Worked both in the residential property and land sections of the department.
- Served on the contract negotiation team.
- Chairperson for the KPB Holiday food drive.

### **Associate Broker**

#### **Stenga Real Estate Group**

10/2005-12/2011

State of Alaska licensed real estate associate broker facilitating hundreds of real estate transactions including residential, land and commercial properties. Served as Supervising Broker as needed. Possess vast interaction with the public including conflict resolutions and contract negotiations. Responsible for bookkeeping including payables, receivables, sales tax, IRS reporting, budgeting, equipment contracts, insurance and commission processing.

### **Associate Broker/Managing Broker**

#### **Freedom Realty**

12/1993-10/2005

State of Alaska licensed real estate Broker responsible for overseeing 2 offices, 25 licensees, support staff and office staff. Extensive experience with employee interaction, conflict resolution, training, discipline, positive reinforcement and public interaction. Expansive knowledge of KPB including most remote areas, parcel maps, climate interference, limited access and real estate values. In addition to manager duties I was continually a top producer for the firm.

### **EDUCATION, TRAINING, LICENSE & CERTIFICATIONS**

- Alaska Association of Assessing Officers Certified Level III Appraiser #264
- Council of Residential Specialists Certified Residential Specialist (CRS) – Surrendered
- State of Alaska Real Estate Broker Licenses – Surrendered
- State of Alaska Real Estate Licensee – Upgraded to Broker
- Student at Oregon State University 1984-1987 – No Degree
- Trained and proficient with Proval, Excel, Word, Office, ArcMap