


# Kenai Peninsula Borough

## Office of the Borough Mayor

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### MEMORANDUM

**TO:** Wayne Ogle, Assembly President  
Members, Kenai Peninsula Assembly

**FROM:** Charlie Pierce, Mayor 

**DATE:** January 10, 2019

**RE:** Confirmation of Melanie Aeschliman as Borough Assessor

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Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code, the name of Melanie Aeschliman 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. Aeschliman's resumé and job description are attached. Based on her qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.

## Melanie Aeschliman

1060 W Turnpike Ave #109 • Bismarck, ND 58501 ☎ 701-425-7292 ✉ melanie3@live.com

September 10, 2018

Dear Human Resources,

I am writing in response to the present opening for Assessor. I am interested in the position, as I am confident that my years of experience in the Assessing field will be an asset to your organization and the citizens served. Attached you will find my resume along with this letter for your perusal.

Through my work experience, I have acquired profound knowledge and practical skills in working in the Assessing realm, providing direct management skills, administrative assistance, and coordinating/supervising personnel to ensure effective performance. Throughout my professional career, I have gained proficiency at Report Writing, Working with Diverse Cultural and Socioeconomic Groups, Working Independently, and Conflict Resolution. Being an excellent communicator, I have successfully cooperated with teammates to ensure high quality standards in law enforcement and the North Dakota property assessment process. Similarly, to your organizations mission, it has always been my passion to serve people and support them. I enjoy aiding the customer to become well informed and satisfied with their experience. Your organization then appears to be a perfect place where I can utilize my extensive experience, knowledge and skills to contribute to the work efforts of your organization. Therefore, it would be an honor to become a part of your team and to serve the community together.

I would appreciate the opportunity to discuss my background and interest in this position with you at a mutually convenient time. You may reach me via phone at 701-425-7292 if any additional information is needed.

Thank you for your time and consideration.

Sincerely,

Melanie Aeschliman

## Melanie Aeschliman

1060 W Turnpike Ave #109  
Bismarck, ND 58501

(701) 425-7292  
melanie3@live.com

**SELF-MOTIVATED INDIVIDUAL WITH SOLID EDUCATIONAL CREDENTIALS, A STRONG COMMITMENT AND SIGNIFICANT EXPERTISE WITHIN THE ASSESSMENT AND HUMAN SERVICES FIELD, EXPERIENCE IN PROVIDING SUPERVISORY SKILLS, TEAM TRAINING AND COORDINATION.**


- 5 years of diverse assessment experience to include county tax director, City Assessor, and commercial and residential appraisal for the two of the larger cities in North Dakota and rural ND County
- 2 years' experience in completing splits, combination lot changes & creating new subdivisions
- Strong knowledge of processing legal deeds to determine accurate ownership/changes
- Eligibility technician, assessing cases for financial determination
- Diverse computer skills to include CAMA, GIS, AS400, Word, Excel, BSI, and PowerPoint
- Instructed and mentored youth and families on de-escalation techniques, appropriate behaviors, and life skills.
- Maintained security of Correctional Facility/Surveillance cameras/Door locking system/Fingerprinting/pat downs/cell searches/issuing warrants/background searches
- Provided wrap around services for clients
- Foster parent for the State of South Dakota Department of Corrections for 6 years
- Years of experience applying motivational interviewing techniques
- County Tax Director successfully leading 15 county assessors

- Gave presentations of production, work flow, and individual production levels of all shifts
- Ensured that all relevant documentation was stored in a timely and accurate manner.
- Guarded inmates in penal or rehabilitative institution in accordance with established regulations and procedures.
- Appraiser-Assessment of commercial and residential properties for the second and eighth largest city in ND
- Ensured that all relevant documentation was stored in a timely and accurate and manner.
- Superior administrative duty skills; mass mailings, ordering, assisting staff throughout state of SD.

City of Mandan, ND <b>*Deputy Assessor *City Assessor *Commercial/Residential Appraiser</b>	Oct 2015-present
City of Bismarck, ND <b>*Property Appraiser</b>	Aug 2014 – Oct 2015
LaMoure County <b>*Tax Director</b>	Feb 2014 – Aug 2014
LaMoure County Social Services <b>Eligibility Technician</b>	Sept 2013 – Jan 2014
West Central Human Services Center, Bismarck, ND <b>Human Service Aide</b>	Dec 2009 – Nov 2012
Charles Hall Youth Services <b>Youth Coach</b>	Aug 2008 – Dec 2009
Transportation Security Administration, Bismarck, ND <b>Transportation Security Officer</b>	Feb 2009 – Dec 2009
BNSF Railroad, Mandan, ND <b>Train Conductor</b>	May 2008 – Dec 2010

STAR Academy/South Dakota Department of Corrections Wellness Instructor (Correctional Officer)	Nov 2004 – May 2008
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Rocky Mountain Elk Foundation, Missoula, MT Administrative Assistant	Jan 2003 – Jan 2005
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South Dakota Department of Corrections, Rapid City, SD Contractual Foster Parent	Jan 2001 – Feb 2008
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Children's Home Society, Rapid City, SD Youth Counselor	Dec 2000 – Dec 2001
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IBM, Inc., Rochester, MN *Department Head Manager	Aug 1997 – Aug 2000
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Colorado Christian University, CO Bachelor's Degree Organizational Management/HR	2016
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Minot State University, Minot ND	2014
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Bismarck State College, Bismarck, ND Associates of Arts	2013
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Winona State University, Winona, MN General Education	1999
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Rochester Community and Technical College, Rochester, MN General Education	1999
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Class I City Assessor	2016
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Class II City Assessor Certificate, State of ND	2014
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State of South Dakota, Correctional Officer Certification	2009
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State of South Dakota, NCIC Warrant Search Certification	2008
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State of South Dakota, Safe Management Principles and Techniques Crisis Prevention	2013
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STAR Academy Pre-Service Training	2007
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STAR Academy Teaching "Emotional Intelligence": Skills for Success in Life	2005
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STAR Academy Facilitating Group Trainer	2005
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\*Course 101   \*Course 102   \*Course 202   \*Course 204   \*Course 300 IAAO

\*Course 303 Teaching Appraisal Techniques   \*Course-Ag Land Valuation

\*800 Series IAAO Courses   \*15 Hour USPAP Course   \*Course- Condominium Valuing 2017

\*Course-Big Box Stores 2017   \* Online course 809 Excel Tutorial 2018

\*IAAO Workshop 171 Standards of Professional Practice and Ethics 2018   \*WSI Claims 101 2018

- Strong Leadership Skills
- Excellent Communication Skills
- Multi-Tasking
- Flexibility
- Planning & Organizing
- Problem Solving
- Time Management
- Analytical Thinking

- **Phi-Theta Kappa Honor Society**
- **Dean's List Colorado Christian University-3.80 GPA**

**Position Description:** 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 KPB 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.

**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.