

Amy Gabaldon (COB)

Subject: FW: Request to be appointed to the remaining term for County Assessor.
Attachments: 2020 public sector resume for Jack Harper.docx

From: Jack Harper <jackwesleyharper@gmail.com>

Sent: Tuesday, January 7, 2020 9:34 PM

To: Clerk of the Board of Supervisors - COBX <clerkboard@maricopa.gov>

Cc: Steve Chucri (BOS) <Steve.Chucri@Maricopa.Gov>; District 3 <District3@maricopa.gov>; Clint Hickman (BOS) <Clint.Hickman@Maricopa.Gov>; District 2 <District2@maricopa.gov>; JSellers@mail.maricopa.gov; District 1 <District1@maricopa.gov>; sgallardo@mail.maricopa.gov; District 5 <District5@maricopa.gov>; District 4 <District41@maricopa.gov>; bgates@mail.maricopa.gov; Richard Bohan (BOS) <Richard.Bohan@Maricopa.Gov>; Nicole Bendle (BOS) <Nicole.Bendle@Maricopa.Gov>; Page Gonzales (BOS) <Page.Gonzales@maricopa.gov>; Laura Etter (BOS) <Laura.Etter@Maricopa.Gov>; Scott Isham (BOS) <Scott.Isham@Maricopa.Gov>; Cristina Arzaga (BOS) <Cristina.Arzaga@Maricopa.Gov>

Subject: Request to be appointed to the remaining term for County Assessor.

Dear Clerk of the Board:

I, Jack Harper, am interested in being appointed to the vacant position of County Assessor. Since the last time the position was open, I finished a BS in Accountancy and have been compounding upon my already-extensive knowledge of property taxes. I chaired the tax committees in both the AZ Senate and AZ House.

I am submitting my resume and suggest that all candidates for the position, submit a personal financial statement. I am happy to show that I have no conflicts of interest and would faithfully carry out the duties of the position, just as I served with honor in the US Army, AZ Army National Guard, and the AZ State Legislature.

I hope to see you soon.

Best Regards,

Jack W Harper
Mobile # 623-680-3530
JackWesleyHarper@gmail.com

15962 W Desert Vista Trl
Surprise, Arizona 85387

Jack W Harper

15962 W Desert Vista Trl Surprise, Arizona 85387 623-680-3530 JackWesleyHarper@gmail.com

Summary of Skills

Budgeting Experience	Enthusiastic Learner	Military Veteran
Critical Thinking	Strong Communication Skills	Microsoft Proficient
Executive Experience	Strong Writing Skills	GAAP Knowledge
Accounting Degree	No Drug Use	Non-smoker
Previous Security Clearance	Passport-holder	Travel-ready

RELEVANT EMPLOYMENT HISTORY AND SKILLS

General Ledger Accountant, Banner Health Dec 2018 to Present
2901 N Central Ave. Phoenix, Arizona 85012
Supervisor: John Boelman (Do not contact)

- General Ledger Journal Entries
- End of month closing
- Ensure accounting entries follow Generally Accepted Accounting Principles
 - Ensure that business units do not violate federal and state laws.
- \$55,000 per year; 60 hours per week

Staff Accountant/Compliance Manager, Barrio Queen Restaurants Feb 2018 to June 2018
11672 E Shea Blvd. Scottsdale, AZ 85259
Supervisor: Steve Rosenfield, Owner [REDACTED]

- Business Administration duties for a growing chain
- Cost Accounting and contract negotiations
- Apply Generally Accepted Accounting Principles
- Control costs and ensure resources are not embezzled
- Detect weaknesses in cash-handling controls and banking procedures
- Enter Accounts Payable into Quick-books Enterprise
- Establish procedures regulatory compliance and encourage teamwork to meet organizational goals
- Maintain licenses and permits for all operations
- Oversee Information Technology personnel and negotiate new contracts
- \$55,000 per year; 60 hours per week

Owner (landlord), Harper Rentals, LLC 2012 to present
15962 W Desert Vista Trl Surprise, AZ 85387
Supervisor: Jack W Harper, Owner 623-680-3530

- Holding company for a single speculative property. No time commitment.
- Occasionally interacting with locally-elected officials and staff
- Managed real properties in the past for rental use
- Negotiated residential leases
- Negotiated terms of finance and contracting

Student, Arizona State University and Rio Salado Community College Jan 2014 to Dec 11, 2017

- Attended college to complete a BS in Accountancy. 30 Semester Credit hours in Accounting
- \$0 income; 80 hours per week

State Representative, Arizona House of Representatives Jan 2011 – Jan 2013
1700 W Washington St. Phoenix, AZ 85007
Supervisor: Speaker of the House 602-926-5534

- Influenced annual general fund budget that exceeded \$8 billion a year
- Proposed, negotiated, and passed changes to state law
- Chaired the Ways & Means (tax issues) Committee
- Supervised committee and administrative personnel
- \$2,000 per month; 80 hours per week

State Senator, Arizona Senate Jan 2003 – Jan 2011
1700 W Washington St. Phoenix, AZ 85007
Supervisor: Senate President 602-926-5863

- Influenced annual general fund budget that exceeded \$8 billion a year
- Proposed, negotiated, and passed changes to state law
- Chaired the Senate Finance (tax issues) and Government Committees
- Negotiated reductions in force during economic downturns
- Erased a \$3 billion budget deficit from a projected \$10.1 billion budget
- Supervised committee and administrative personnel
- Promoted staff development through training, counseling, and performance evaluation
- Safeguarded against waste, fraud & mismanagement
- \$2,000 per month; 80 hours per week

Owner, Johnson-Harper, Inc. DBA Round Table Pizza (Franchisee) Feb 1996 – May 2003
6661 W Bell Rd. Glendale, AZ 85308
Supervisor: Jack W Harper 623-680-3530

- Negotiated terms of finance and contracting
- Administered and certified the construction of my restaurant build-out
- Managed daily operations of my restaurant
- Responsible for inventory management
- Analyzed budgets, inventories, cash flow, and scheduling
- Made all executive business decision for the franchise location.
- Employed up to 40 personnel
- Managed vehicle fleets
- Developed Assistant Managers to delegate responsibilities
- Planned, Initiated, reviewed, and processed personnel documents for hiring, changes in work schedule, promotions, etc.
- Identified procurement support needs and conducts procurement planning
- \$3,000 per month; 60 to 100 hours per week

NON-PROFIT LEADERSHIP

- Chairman, Mountain Ridge High School Graduation Night Event 2013
 - Developed and implemented a non-alcohol, safe event on graduation night for the high school seniors of a large high school. Duties included procurement, obtaining insurance, logistics of supplies, Contracting and coordinating entertainment vendors, coordinating security personnel, and ensuring the safety of hundreds of people.
- Arizona Chairman, Huckabee for President 2008
 - Duties included placing Mike Huckabee's name on the ballot in Arizona, coordinating rallies, obtaining volunteers, and conducting campaign tasks.

EXECUTIVE EDUCATION

- Certificate: Mastering Negotiations. Harvard Kennedy School of Gov't Boston, MA 2012
 - Studies in multi-lateral negotiation with persons from different cultures
 - I was the top student in team negotiations for a collective bargaining exercise.

EDUCATION

- Bachelor of Science in Accounting Arizona State University, W.P. Carey December 2017
 - Final total GPA 3.63 of 4.00
- Associates in Business-General Requirement-emphasis in Accounting, Rio Salado May 2016

TECHNOLOGICAL SKILLS ACQUIRED

- Proficient in Microsoft Word, Excel, PPT, Access, ACL and Intuit QuickBooks
- Experienced in CRM software
- Exposed to SAP Enterprise Resource Program
- Exposed to Tableau Business Analytics software
- Exposed to Microsoft Visio

VOLUNTEER EXPERIENCE

- Christ's Church of the Valley accounting department Nov 2017 to Dec 2017

MEMBERSHIPS

- American Legion, Paid Up For Life Member
- National Rifle Association, Lifetime Member

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of procurement and contracting procedures in a professional environment.
- Knowledge of finance and Generally Accepted Accounting Principles
- Extensive experience in government budgeting
- Knowledge of construction, maintenance, and repairs for real property and equipment
- Knowledge of inventory management and accounts payable/accounts receivable
- Extensive knowledge of gasoline-engine fleet vehicle maintenance and repairs scheduling
- Extensive knowledge in real estate laws or practices, including deeds of title
- Extensive knowledge of development of a work force or volunteer force

Jack Wesley Harper
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General Questions

1) Generally explain the role of the Assessor and how your experience has prepared you for this position.

The roll of the County Assessor is to value all real and personal property in the county, according to the state constitution, state laws, and trends in the market value of the property. In my ten years serving in the Arizona State Senate and House, I chaired both committees that vetted proposed changes in state law that affect all taxes. I worked closely with former Assessor Keith Russell to understand why the Assessor's office needed changes to state law, or why the Assessor opposed changes proposed by State Legislators. I have proposed and passed legislation that deals with the process for challenging assessments in front of the State Board of equalization. I have scrutinized and passed multiple budgets for the Board of Equalization. I have more knowledge of changes to tax laws than any other candidate that might apply.

2) Please list your party affiliation and history (ARS 16-230). Have you ever run for political office?

I am a life-long Republican. I was elected to four terms to the State Senate. Being term limited, I ran for and was elected to the House of Representative. I did not seek reelection to the House. I had served as an elected Precinct Committeeman for years. I have volunteered on the last five Republican presidential campaigns. In the 2008 Presidential Preference Election, I chair in Arizona, the Huckabee for President campaign.

3) If selected, do you plan to run for the position of Assessor in 2020?

If selected, I will run for re-election to the office of County Assessor. I will seek to be the Republican Party Nominee for the race.

Leadership Questions

4) What does it mean to you to be a public servant?

I believe public service means to place the duties of your position as your only loyalty for employment. I served honorably in the US Army, the AZ Army National Guard, and both bodies of the Arizona State Legislature. I will bring honor to the office of Assessor, should I be appointed. In the U.S.A., the government derives power only from the governed.

5) List all previous and current managerial positions and number of employees supervised.

I owned a franchise restaurant for several years. I employed and led up to 40 employees at a given time. Over the years, I hired and managed over two hundred employees. In addition, I had secretarial staff, policy staff, and a political intern that answered to me while serving in the State Senate and House. As Chairman of the Senate Finance Committee, I had three staff members at my non-partisan disposal. I never had any compromising situations.

6) Aside from the enumerated duties in statutes, what additional obligations does the public rightly demand of all its county leaders?

The public rightly demands access to be heard by public officials. County elected leaders are expected to go to community events where the citizens have a chance to speak. The public has a right to a scandal-free government. Elected Officials should avoid the appearance of impropriety, even if a person interest is legal.

7) How would you work to reestablish the public's trust as the new Assessor?

The first thing that I would do is file a statement of personal finances. State law requires a candidate for office to file one when they turn in their nomination petitions, but an appointed Assessor falls into a gap where there may be months before they must disclose. The last time the position was vacant, I volunteered my statement even when it was not required. I would make my priority, overseeing the office of the Assessor. The public should know that the Assessor is ensuring that the office is being run according to the constitution and laws of the state.

8) What approach do you take when initiating a culture change in an organization? How has that approach worked for you in the past?

When I am initiating a cultural change in an organization, I speak of duty, honor, and hard work. I give employees something to believe in and let them know that what they do is important. I ensure that controls are in place to correct deviations from expected performance. As a restaurant owner, I used a mystery-shopper program to test employees for key customer service standards. I gave financial rewards for perfect performance. I excelled as a restaurant franchisor, in the category of customer service.

9) The Maricopa County Board of Supervisors expects all County departments, both elected and appointed, to relentlessly pursue an exceptional level of customer service. What would exceptional customer service look like to you as the head of a large, public-facing organization?

There are a few key indicators that I would strive for if appointed as County Assessor. The first is to reduce the number of challenges to assessments at the State Board of Equalization. The time staff spends defending assessments has a cost. On the other hand, a key indicator of exceptional customer service, is a fair assessment so that county, municipal, and school district officials, can budget for population growth with having to raise property tax rates. The last key indicator of exceptional customer service is avoiding customer complaints to the State Ombudsman. If a state, county, municipal, or school district agency is not following the state constitution or state law, the citizen has the right to seek oversight by the Legislature's Ombudsman.