

***Kevin Moss, Administrative Board Assistant II,  
Clackamas County Board of Commissioners and  
County Administration,  
Member at Large***

(6 years with Clackamas County)



- **What attracted you to Clackamas Dogs Foundation?** *The love for dogs and all of the wonderful things the foundation did in support of our pets in the County.*
- **What is your current role on the Board?** *I serve as a Member at Large representing the Clackamas County Administrator's Office.*
- **What keeps you here?** *The people and the cause to make sure we find good homes for dogs and return dogs in case they get lost.*
- **What inspires you?** *My family, my mentors and my friends who are genuine and caring.*
- **Where do you see the Foundation in 5 years?** *Hopefully growing and doing multiple events throughout the year in all areas of the county.*

## Kevin Moss, MBA

24600 SE Three Cedars St. Damascus, OR 97089

503-807-2620 Cell [kevin\\_moss@frontier.com](mailto:kevin_moss@frontier.com)

### Professional Qualifications

Time Management – Teamwork – Leadership – Self-Driven – Highly Dependable - Detailed Oriented  
– Multitasking - Flexible  
Proficient in Microsoft Office Programs

### Work Experience:

*Clackamas County – Board of Commissioners & County Administration* 2051 Kaen Rd Oregon  
City, Oregon 97045

January 2019-Present

#### **Job Title: Administrative Board Assistant II**

- Provides backup to the Clerk on behalf of the Board and Act as Board/County Administration liaison for a variety of Commissioner’s executive and public meetings;
  - receives requests to place items on Commissioner's agenda; reviews and analyzes submitted agenda materials and communicates desired and/or requested changes, clarifications or additional information regarding content and/or attendees from department directors/managers or key staff; ensures that Board and/or County Administration's expressed interests and questions are addressed.
- Staff Commissioner executive and public meeting support; accurately documents discussion, decisions and action items; updates and follows-up with specific department staff and interested parties regarding status and completion of action items; answers inquiries regarding Board actions.
- Schedule and coordinate a variety of Commissioner’s executive and public meetings, including; staff presentations, planning meetings, land use hearings, special events, public meetings, conferences, hearings, and business gatherings;
  - Prepares legal notices, agenda packets and a variety of documents; make sure updates are posted to County websites and public notices; processes a variety of materials according to established procedures or statutes; reviews, edits, assembles and distributes documents; arranges that facilities are setup for meetings.
- Participates in the development and maintenance of internal accounting systems and accounting control records and advises management on effective use of resources and coordinates administrative functions including accounting, financial processing, billing, purchasing, and facilities maintenance.
- Provides high level executive assistance/support to County Administrator, Assistant County Administrators.
- Assist with resolving problems or complaints; drafts responses and composes letters for County Administration, Commissioners and professional staff; distributes information to departments and follows-up on response; confers with departments to research and gather information and data.
- Coordinates department budget with Finance team; reviews, analyzes, makes recommendations on budget requests and monitor expenditures from the office of County Administration and Board of Commissioners.
- Assist in the development and implementation of department policies; prepare and revise procedures, rules and manuals. Assists with training and orienting new administrative board staff.
- Serves as County’s Administration Safety and Security Liaison on the Workplace Violence Prevention Committee as well as liaison to the Sheriff’s office and department of Disaster Management for disaster preparedness.
- Volunteered to lead the 4<sup>th</sup> floor safety team in conjunction with Finance, Public & Government Affairs, County Administration and Treasurer Offices and schedules safety trainings and drills in coordination with Risk and Facilities departments.

**Clackamas County – Board of Commissioners & County Administration** 2051 Kaen Rd Oregon  
City, Oregon 97045

January 2015-January 2019

**Job Title: Administrative Board Assistant I**

- Screened telephone and office callers; provided general information and assistance; resolved problems or complaints; refer callers when appropriate; schedules appointments and meetings.
- Resolved and processed citizens' complaints and requests; screens incoming mail; drafts responses and composes letters for County Administration, Commissioners and professional staff; distributes information to departments and follows-up on response; confers with departments to research and gather information and data.
- Composed and typed correspondence, transcripts and other documents from dictated, recorded or written material; edit documents for appropriate grammar, punctuation and spelling; processes legal forms and records formal documents and verbatim transcripts; complies with strict procedural requirements.
- Assisted in agenda and agenda packet preparation; proofs, assembles and distributes documents; schedules and arranges conferences and hearings; takes minutes.
- Served as County Administration Lead for State House and State Senate Selection Replacement Meetings.
  - Worked in coordination with Hood River, Multnomah, Washington and the Oregon Secretary of States office
- Processed bills, invoices and travel requests; reviewed bills and invoices for accuracy; completes appropriate forms; maintains records and files regarding transactions and accounts.
- Handled financial transactions and processing's of all small grant monies awarded to organizations with coordination from the County's finance department.
- Created a 4<sup>th</sup> floor safety team in coordination with multiple departments.
- Scheduled safety trainings and drills in coordination with departments.

**Clackamas County - Public & Government Affairs** 2051 Kaen Rd Oregon City, Oregon 97045  
April 2013-January 2015

**Job Title: Administrative Assistant**

- Manage the Advisory Boards, and Commissions Database program (ABCs) (45 Committees representing 400 citizens)
- Streamlined and revamped ABC process and created new database to enhance a value driven system for information sharing between departments to improve citizen involvement and outreach.
- Developed and created new process flowchart for ABC management of applications and recruitment outreach.
- Held and led department liaison trainings to gain buy-in for new process and to incorporate feedback and improvement ideas to better enhance our mission for citizen outreach and engagement.
- Draft and review advisory, boards and commissions press releases about open recruitments for citizens to volunteer.
- Handle filing and website posting in coordination with Web-Development Team and staff liaisons of minutes and agendas, and various citizens informational items for the Counties Hamlet and Villages.
- Performed administrative duties (setting up interview schedules, handing citizens questions and concerns).
- Drafting research briefings on issues affecting the County to lobby Legislators at the State Capitol.
- Reviewed and recommended policy initiatives to the Counties Legislative and Federal Government agendas.
- Assisted with coordination and logistics at various County Events for County Commissioners including photography and talking points.
- Provide support to the Director of Public & Government Affairs Department (PGA) and other team members through compiling weekly staff reports for Supervisors and working on special projects (Road Maintenance Outreach, Logistics and setup arrangements for House District 38 Joint Meeting with Multnomah County to appoint a new Legislator, Town Halls, Management of the Advisory Boards and Commissions (ABCs) citizen volunteer program, and providing Website redesign initiatives for more efficient program information to enhance citizen input and involvement).

**On Semiconductor**  
January 2012-January 2015

23400 NE Glisan Street Gresham, Oregon 97030

June 2011-August 2011,

### **Job Titles: Manufacturing Specialist**

- Production floor operator utilized statistical processes to measure and analyze products
- Responsible for reviewing goal targets and updating supervisors with results on Products (Work in Progress) and expected ETAs on moves to ensure maximum productivity
- Responsible for moving production through various process stages. Perform production processes in accordance with documented specifications, and production schedules—utilized CAM/CIM (Computer Automated Manufacturing) systems
- Responsible for daily maintenance on the production tools, monitor the process-pace/productivity, and recognize/adjust when process is out of alignment. Improved product cycle time by streamlining processes to increase production results and initiated new suggestions for continual process improvement
- Received Spotlight award from Process Engineering for volunteering to take the initiative and develop a best known methods (BKM) document that could be utilized for training purposes and continuous improvement for senior operators.

### **Education**

**Master's Degree in Business Administration**  
**2012**

*Eastern Oregon University*

**Bachelors of Science Degree in Business Administration**  
**2010**

*Eastern Oregon University*

Specialization in Leadership, Organization, and Management. Advance credential in Small Business Management. Graduated with Summa Cum Laude honors for both Bachelor's Degree and MBA. Dean's list at Eastern Oregon University.