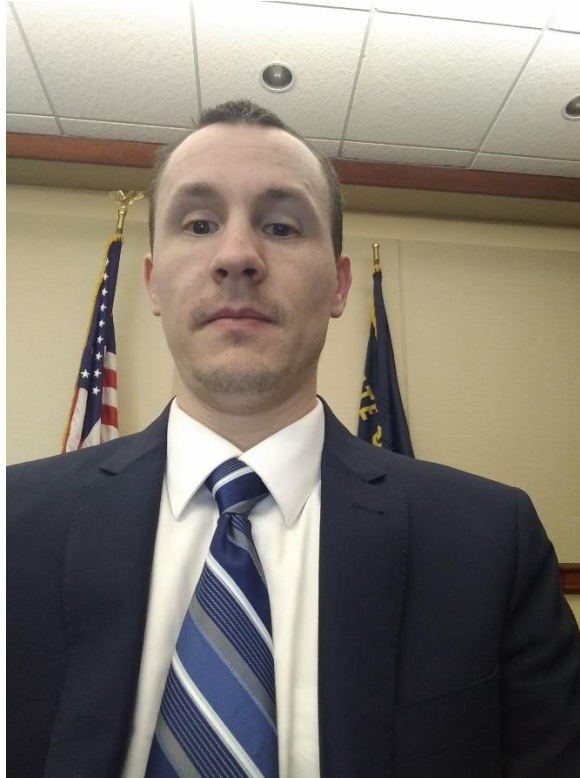


***Kevin Moss, Clerk to the Board,
Washington County Board of Commissioners and
County Administration,
Member at Large***



- **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 Washington 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

Po Box 635, Boring, OR 97009

503-807-2620 Cell kevinmoss325@gmail.com

Professional Qualifications

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

Work Experience:

Washington County – Board of Commissioners & County Administrative Office

155 N. 1st Ave, Hillsboro, Oregon 97124
May 4, 2020 – Present

Job Title: Clerk to the Board

- The Clerk to the Board is distinguished from other administrative positions by the technical knowledge necessary to support the Board of Commissioners and Executive staff.
- Organizes Board meeting paperwork for signature, distribution and for the meeting record; and may also schedule and prepare Board meeting agendas. Attends and takes notes of meetings utilizing a computer or electronic recording device and translates notes into formal minutes. Maintains minutes, documentation, and electron recordings of Board meetings as required by County policies and State law. Minutes of meetings and approved resolutions are approved by the Board and attested to by the Clerk. Responds to requests for information related to Board actions. Takes formal attendance of the Board members at Board meetings and periodically reads proclamations.
- Prepares legal notices pertaining to Board meetings and public hearings; and for publications and correspondence to interested parties of public hearings and Board meetings.
- Performs various administrative duties, such as arranging meetings and supporting materials, taking minutes at meetings and preparing reports. Performs a variety of coordinating activities for the Board/Commission. Relays and obtains information from other County departments, outside agencies, and the general public.
- Responds to inquiries from the public or other agencies on behalf of and as directed by the Board. Acts as liaison between the Board/Commission and constituents; answers, inquires and provides information; and gathers information from county sources and responds, as directed.
- Develops and maintains tracking system and responses to constituent's letters and emails. Coordinates with appointed Boards and Commissions staff to ensure representation is maintained. May serve as staff liaison to boards or commissions.
- Prepares and maintains Board's permanent records.
- Composes responses to inquiries from other agencies or the general public. Advises the public of steps necessary to file appeals, pursuant to rules of procedures and time limits involved.
- Develops and conducts research projects as directed. Prepares statistical and narrative reports.
- Serves as a Jurisdictional Contact Liaison for Oregon Government Ethics Commission to assist elected officials in filing their Statement of Economic Interest.

Clackamas County – Board of Commissioners & County Administration

2051 Kaen Rd Oregon City, Oregon 97045
January 2019 - April 30, 2020

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.

- 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 Clerk to the Board; reviews, analyzes, makes recommendations on budget requests and monitors expenditures from the office of County Administration and Board of Commissioners.
 - Serves as the department lead in reviewing, processing and analyzing financial statements for completeness and accuracy.
- 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 4th 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 4th 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

23400 NE Glisan Street Gresham, Oregon 97030

June 2011-August 2011, January 2012-January 2015

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

Eastern Oregon University

2012

Bachelors of Science Degree in Business Administration

Eastern Oregon University

2010

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.

References available upon Request