

# Notice of Public Meeting

## City Council Meeting

### AGENDA

#### CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Wednesday April 25, 2018 5:00 p.m.

Posted on April 23, 2018

#### 1.) Call to Order

A) Roll Call: \_\_\_\_\_ Mayor Jeremy Gordon \_\_\_\_\_ Dennis Sickles \_\_\_\_\_ Lori Jean Sickles \_\_\_\_\_  
Jennifer Drill \_\_\_\_\_ Tony Meier \_\_\_\_\_ Charlie Flynn \_\_\_\_\_ Clifford Lauder \_\_\_\_\_

#### 2.) Pledge of Allegiance

#### 3.) Motion to Adopt the Entire Agenda

**4.) Public Comments** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record. Please supply 9 (nine) copies of the material brought to the meeting for distribution.

#### 5.) New Business:

A. Interview City Manager Candidates

#### 6.) Correspondence, Comments, and Ex-Officio Reports

A. Mayor Report  
B. Council Reports

#### 7.) Council Announcements

A. Next regular Council Meeting, May 10, 2018 6:00 pm.  
B. May 24, 2018 Public Hearing on Library closure, 6:00 pm.

#### 8.) Adjourn

**COUNCIL MEMBERS**  
**PLEASE RETURN YOUR PACKET WITH SIGNED**  
**SCORE SHEETS TO THE MAYOR**

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least 48 (forty-eight) hours prior to the need for services and every reasonable effort to accommodate the need will be made.

CITY MANAGER - CITY OF FALLS CITY  
INTERVIEWS – April 2018

**Candidate: Michael Lyon**

1. Please take a few minutes and tell us about yourself, explain why you are interested in the Manager position, and explain your qualifications.

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

2. What do you see as the primary responsibilities of a Manager.

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

3. How would you describe your management and leadership style?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
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4. What experience do you have working in smaller communities or organizations with limited staff?

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5. Describe your experience with finances including but not limited to paying bills, checking budget to allow for expenditures, Quick Books, etc.?

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6. How do you see yourself relating to employees, advisory committees, the council, and the general public? How will they describe your ability to relate to them?

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7. Describe any experience with keeping minutes under Oregon Public Meetings rules, experience with records retention, and/or handling records requests.

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	Poor				Satisfactory					Excellent

8. Do you have any experience writing or managing grants?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

9. Describe any experiences you have had in actively negotiating a contract or any other issue at the bargaining table. If you do not have direct experience, how would you describe your approach to negotiation?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

10. What will your first steps be upon assuming responsibility in this position?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

11. Do you have any questions for us?

**Notes:**

**Comments:**

\_\_\_\_\_  
Signature of Rater

**Michael Lyon**  
713 NW Birch Ave. | Redmond, OR 97756  
(541)213.0651 | lyonmike88@gmail.com

**Key strengths are leadership, team building, strategic ideation and input with an expertise in media, transitions, damage control, and proactive strategies. Developed top performing teams and built effective organizational structures focusing the collective energies of creative and technical personnel. Adept at quickly understanding political landscapes, demographics and trends to determine strategic direction in constantly changing environments.**

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### **Skills Overview**

- Strategic Planning & Implementation
  - Public Relations, Media Relations & Events
  - Fundraising
  - New Media Strategy
  - Government Relations
  - Earned and Paid Media
- 

### **Political Professional 2002-Present**

Retained for campaign management, strategic advice, fundraising, creative work, new media expertise and grassroots organization. Clients include U.S. Senate, Congressional, and Presidential candidates, advocacy organizations, and public relations firms.

*Achievements: Efforts contributed to winning elections, earned media coverage and new uses of internet political outreach. Advised high profile clients on messaging, fundraising, earned, paid, new media, staff management and surrogate strategies. (Select Projects Listed Below)*

### **Allons Solutions LLC**

**2012 to Current**

Government contracting and public relations consulting, Owner

- Service-Disabled Veteran First Contracting Certification (SDVOSB)
- Oregon SDVBE – Service-Disabled Veteran Business Enterprise

### **Scott McAdams for U.S. Senate (Alaska), Campaign Manager/Senior Advisor/2010**

Announcement through primary /Senior Advisor to Candidate through the General Election

*Achievements: Won three way primary w/ close to 50 percent.*

### **Saltonstall for Congress, (MI-01), Campaign Manager/2010**

Managed insurgent candidate against Congressman Bart Stupak in one the largest districts in the Country

*Achievements: Efforts forced Congressman Stupak to retire from Congress. Managed day to day operations including aggressive media team, debate prep and Election Day plan. Created a national fundraising network that outpaced Stupak -- a nine term incumbent.*

### **Nebraska Matters, Executive Director/2008-2009**

Created the largest non-labor membership organization in Nebraska.

*Achievements: Registered over 10,000 voters through paid and volunteer staff; Recruited over 50,000 members with over 1/3 being registered Republicans; fundraised over \$375,000 through a national network.*

#### **Hunt for Congress (MT-AL), Campaign Manager/2008**

Managed candidate in a statewide congressional race in Montana.

*Achievements: Fundraised, a district record, 130k in the closing month before the primary; completed DCCC Campaign Manager training.*

#### **Richardson for President (National), National Veterans Director/2007-2008**

Developed a team of surrogates to endorse and campaign on behalf of Gov. Richardson in early states, especially Iowa.

*Achievements: Liaised with veterans' and military families' communities to turn out support for Gov. Richardson; drafted blog pieces under own byline and on behalf of surrogates. Established state and local Veterans Steering Committees; instituted nationwide call-chain into Iowa for veterans to reach out to veterans; ID'd Iowa veteran supporters; plugged them into field and precinct captain program.*

#### **Patriot Project (National), Executive Director/2006**

Led 501 (c)(4) organization designed to push back on Swift-Boat style attacks against Sen. John Kerry and other Democratic veteran candidates during 2006 midterm elections and in anticipation of potential 2008 Presidential run by Sen. Kerry.

*Achievements: Managed 8-person staff and coordinated with Board of Directors. Oversaw fundraising operation that brought in \$500,000. Conducted comprehensive background self- and opposition- research*

#### **Band of Brothers 2006 (National), Founder/Executive Director/2005-2006**

Founded nonprofit organization chartered to elect progressive military veterans to Congress.

*Achievements: Credited with helping frame significant part of the Democratic narrative for the 2006 midterm elections: "Democrats are strong on defense, strong on veterans." Featured in the Discovery Times Documentary, "Taking the Hill." 5 endorsed and advised candidates won challenger races.*

#### **Erskine Bowles for Senate (North Carolina), Regional Director/2004**

Managed 16 paid staffers and hundreds of volunteers in southern half of NC.

*Achievements: Won Charlotte region by 11 points, against a statewide defeat of 5 points; In 2002 Bowles lost the same region to Dole by 3 points. Developed and implemented early vote plan for region of 23 counties; prior to election, early vote plan garnered over 30% of overall regional vote total.*

#### **Floridians for All, Minimum Wage Ballot Initiative/Voter Registration Director/2004**

Managed six figure budget and a team of dozens of paid and unpaid staffers in Broward and Palm Beach Counties.

*Achievements: Team qualified over 1 million signatures for ballot placement of minimum wage initiative; Initiative passed with over 70% approval.*

**Wesley Clark for President (National), Consultant/2003-2004**

Conducted political operations in upstate SC with mill and textile industry executives.

*Achievements: Conducted advance and communications work in upstate SC for General Clark.*

**Education**

**Portland State University, Portland, OR**

B.S. Social Science

Magna Cum Laude -- 3.87 GPA

**Hatfield School of Government: Center for Public Service**

Portland State University

Executive Master of Public Administration -- 2019

**Military**

**MILITARY U.S. ARMY, Downs Barracks, Fulda, Germany**

Enlisted and served 3 years as a Cavalry Scout. Corporal/Honorable Discharge.

Served as cavalryman in 11th Armored Cavalry Regiment. Served as personal aide to Squadron Commander.



# Employment Application

## **City of Falls City**

299 Mill Street, Falls City, Oregon 97344  
Phone: 503.787.3631 Fax: 503.787.3023  
[www.fallscityoregon.gov](http://www.fallscityoregon.gov)

**“An Equal Opportunity Employer”**

**Position**

Position Applied For (listed on the job announcement):

**CITY MANAGER**

Today's Date:

**4-1-2018**

**General Information**

Name (Last, First, M.I.):

**LYON, Michael, C**

Home Telephone:

**541.213.0651**

Mailing Address:

**713 NW Birch Ave**

Work Telephone:

**/**

City, State and Zip Code:

**REDMOND OR 97756**

Message (if different):

**/**

E-Mail Address:

**lyonmike88@gmail.com**

Available For (check all that apply):

Part-Time  Full-Time  Temporary

Date You Can Report For Work:

**Education and Training**

Name and Location of High School Attended:

**HAMPTON HIGH, HAMPTON AR**

Diplomas or Certificates Received (check):

High School  GED

**Colleges, Military, Trade, Business or Other Schools Attended**

	Name and Location of School	Course of Study (List Major)	Credits Earned		Graduate Yes/No	Type of Deg./Cert. Received
			Qtr. Hrs.	Sem. Hrs.		
A	PORTLAND STATE	Social Science		160	YES	
B	PORTLAND STATE	MPA		18	NO	
C	US ARMY					88-91

**Specialized Skills and Knowledge**

List any skills or knowledge that show your ability to perform the job for which you are applying (such computer languages or software programs, foreign languages, etc.):

**CITY MANAGER 101 COURSES TRU ICMA**

**ICMA MEMBER**

Typing Speed (net wpm):

**Licenses and Other Information**

	Check One	
	Yes	N
Do you have (or can you obtain) a Driver's License? Driver's License Number: _____ State: <b>OR</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you able to perform the essential job functions and/or job duties as outlined in the job description for the position you are applying for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a crime, other than misdemeanors and summary offenses? (If yes, please explain)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you ever been employed by the City of Falls City?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you eligible for employment in the USA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you over the age of 18?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Employment History

What you write in this section will be used to decide if you meet the qualifications outlined in the job announcement. List all of your job(s) and/or volunteer positions that you have held. Clearly describe all of your duties with as much detail as possible, starting with your most recent job.

Employing Firm: <b>ALLOWS SOLUTIONS</b>	Employer's Address: <b>713 NW Birch Road</b>	Employer's Phone Number: <b>97732 (541) 213 0651</b>
Your Job Title: <b>OWNER</b>	Supervisor's Name and Title:	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties: <b>SMALL BUSINESS I STARTED TO PARTICIPATE IN Dept OF VETERANS AFFAIRS VETS FIRST CONTRACTING PROGRAM</b>		Starting Salary: \$ <b>50 K</b>
		Last Salary: \$ <b>85 K</b>
		Employed From (mo/yr): <b>2/12</b> To (mo/yr): <b>CURRENT</b>
		Reason for Leaving:

Employing Firm: <b>LYON AND ASSOCIATES</b>	Employer's Address: <b>713 NW Birch Road</b>	Employer's Phone Number: <b>97732 541.213.0651</b>
Your Job Title: <b>OWNER</b>	Supervisor's Name and Title:	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties: <b>FULL SERVICE POLITICAL CONSULTING FIRM: (CAMPAIGNS) INCLUDE: CONGRESSIONAL SENATE PRESIDENTIAL</b>		Starting Salary: \$ <b>35 K</b>
		Last Salary: \$ <b>185 K</b>
		Employed From (mo/yr): <b>1/2002</b> To (mo/yr): <b>CURRENT</b>
		Reason for Leaving:

Employing Firm:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties:		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr):  To (mo/yr):
		Reason for Leaving:

Job Number 7

Employing Firm:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties:		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr):  To (mo/yr):
		Reason for Leaving:

**References**

Reference Name	Phone Number	Relationship	Years Known
1 ROSS Colton	323.683.4005	Colleague	10
2 SCOTT McAdams	907.738.1178	Client	8
3 KEVIN AUFENKAMP	501.837.4101	FRIEND	13
4 DOUG MORGAN	503.725.8216	INSTRUCTOR PSU	1

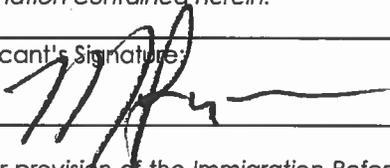
**Certification and Signature**

**- READ CAREFULLY BEFORE SIGNING BELOW -**

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between the City and myself, either employment or the providing of any benefit. I understand and agree that if I am offered and accept a position, my employment is at the mutual consent of the City and myself, and can be terminated at will, at any time, with or without notice, and with or without cause, at the discretion of either the City or myself. I also agree to conform to all existing and future City rules and regulations and I understand that the City reserves the right to change wages, hours, and working conditions as deemed necessary.

I further acknowledge and understand that no representative of the City has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits or terms and conditions of employment, except as may be specifically set out in a current written agreement.

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentations or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize this employer, City of Falls City, to make any necessary and appropriate investigations to verify the information contained herein.

Applicant's Signature: 	Today's Date: 4-5-2018
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Under provision of the Immigration Reform and Control Act of 1986, the City of Falls City requires any person hired or rehired to provide appropriate documentation of identity and eligibility for employment.

As an Equal Opportunity Employer, all qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, marital status, age, disability, or any other protected class under State and Federal laws.

**Additional sheets of paper may be attached to this form to provide further detail or clarification of any portion of the application.**

**VOLUNTARY INFORMATION -  
Affirmative Action Data**

The information you provide on this supplement will be utilized by the City of Falls City Personnel Department for Affirmative Action purposes only. Completion of this form is voluntary and information provided will be kept in a confidential file separate from the application form.

Ethnic Category	
Caucasian (not of Hispanic origin) - Those having origins is any of the original peoples of Europe, North Africa or the Middle East.	<input checked="" type="checkbox"/>
African American (not of Hispanic origin) - Those having origins in any of the Black ethnic groups.	<input type="checkbox"/>
Hispanic - Those of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origin, regardless of ethnicity.	<input type="checkbox"/>
Asian or Pacific Islanders - Those having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or the Pacific Islands.	<input type="checkbox"/>
Native American or Alaskan Native - Those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.	<input type="checkbox"/>

Sex:  Male  Female

Are you disabled?  Yes  No  
 (Checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation under state and federal disability laws.)

**ATTENTION  
ATTACH THIS PAGE TO YOUR APPLICATION MATERIALS  
EVEN IF YOU DO NOT PROVIDE THE VOLUNTARY INFORMATION**

CITY MANAGER - CITY OF FALLS CITY  
INTERVIEWS – April 2018

**Candidate: Mac Corthell**

1. Please take a few minutes and tell us about yourself, explain why you are interested in the Manager position, and explain your qualifications.

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
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2. What do you see as the primary responsibilities of a Manager.

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3. How would you describe your management and leadership style?

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8. Do you have any experience writing or managing grants?

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10. What will your first steps be upon assuming responsibility in this position?

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11. Do you have any questions for us?

**Notes:**

**Comments:**

\_\_\_\_\_  
Signature of Rater

## Macahan "Mac" Corthell

16738 SW Gleneagle Dr #50 ● Sherwood, OR 97140 ● (503) 708-8035 ● macorthell@lclark.edu

### EDUCATION:

Lewis & Clark Law School – Portland, OR  
J.D. Candidate, Graduation May 2018

Northern Arizona University, Cum Laude – Flagstaff, AZ  
B.S., Public Management, August 2012

Southern Arizona Law Enforcement Training Center – Tucson, AZ  
Arizona Police Officer Standards and Training Certificate, January 2010

Arizona Western College, High Academic Honors – Yuma, AZ  
A.A., General Studies, August 2009

### EXPERIENCE:

Certified Law Clerk, May 2017- August 2017  
Deschutes County District Attorney's Office

- Function substantially as a full service criminal prosecutor: make charging decisions, manage a caseload, negotiate pleas, write and respond to motions, try criminal cases and argue contested hearings in court.
- Interpret and apply state law, and policies of the Deschutes County District Attorney.

Law Clerk, March 2014- March 2017

Oregon Army National Guard- Salem, OR

- Assist in the creation and modification of organization wide policy ratified by the Adjutant General.
- Research and generally assist in the practice of employment, administrative, estate planning, contract, and military law.
- Perform all duties and maintain all proficiencies of a full-time soldier.
- Manage and train subordinate soldiers.
- Created and co-presented a Continuous Legal Education course on Elder Abuse and Mandatory Reporting.

Legal Extern, May 2016- August 2016

Oregon Innocence Project- Portland, OR

- Co-write a, "motion for post-conviction DNA testing," to utilize new Oregon statutory language, in an effort to gain the release of an innocent person.
- Review trial, appeal, and post-conviction relief documents and evidence.
- Liaison with DNA experts, crime scene analysts, and the defendant.
- Research on DNA, post-conviction DNA testing laws, legislative history, and legal precedent both binding and persuasive.

Temporary Legal Research Associate, May 2016- June 2016

League of Oregon Cities- Salem, OR

- Review, update, and create a database, searchable by charter substance, for every city in the State of Oregon.

Adult Protective Service Investigator, November 2013- August 2015

State of Oregon- Hillsboro, OR

- Investigate, resolve, and refer allegations of elder abuse in State licensed facilities and the community at large.
- Interpret and apply Oregon Administrative Rules regarding elder abuse, confidentiality, and facility licensing.
- Interview victims, witnesses, and suspects.
- Confer and cooperate with medical professionals.
- Review medical, financial, personal, and legal documents.
- Create risk mitigation plans, and work with outside entities to ensure future safety.
- Seek and support prosecution of abuse that rises to criminality.
- Manage cases and document investigations.
- Create and teach an Adult Protective Services familiarization course for elder care facilities.

Police Officer, June 2012- June 2013

Wellton Police Department- Wellton, AZ

- Patrol assigned area to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators.
- Conducted all major crime investigations (see below for those duties), and document all activities.

Deputy Sheriff (Detective), September 2009- June 2012

Yuma County Sheriff's Office – Yuma, AZ

- Investigate suspected felony crimes related to both property and persons.
- Compile evidence for criminal investigations by interviewing suspects and witnesses, examining physical evidence, and documenting those activities in written reports and multi-media.
- Ensure compliance with various laws and legal standards through research, interpretation, and appropriate application of various laws and legal standards.
- Author search warrants, create service plans, coordinate service teams, manage warrant execution.
- Utilize various legal processes to obtain and analyze bank statements, phone tolls, hard drive images, and the like.
- Cooperate extensively with a variety of local, state, and federal agencies.
- Liaison with Yuma County Prosecutors to strategize in bringing major cases from investigation to prosecution.
- Train junior officers in a variety of legal, policy, and investigatory topics.
- Provide extensive grand jury and courtroom testimony.

Marine Sergeant (Squadron Controller), November 2004- October 2009

United States Marine Corps – Yuma, AZ

- Manage the maintenance activities of seven aircraft maintenance shops with differing specialties, various qualifications, and varying manpower.
- Plan, oversee, and document all aspects of multiple major aircraft repair projects.
- Prioritize, track, analyze, and project the maintenance operations of \$400 million in squadron assets.
- Control logistics operations of all squadron assets for deployment through personnel direction, communication with carriers, and asset organization.
- Ensure legitimacy and proper distribution of maintenance records, and logistics documents.
- Audit maintenance tracking to ensure compliance and completion of required work.
- Certify aircraft "safe for flight," in compliance with Naval flight regulations.
- Maintain military proficiency (e.g. marksmanship, fitness, military training and education).
- Provide personal and professional mentorship to as many as ten Junior Marines at a time.

Night Manager, May 2001- September 2003

Mile Hi Valet Co. – Portland, OR

- Supervise customer service and work activities of up to 15 valets and doormen.
- Field, and dispose of, all customer complaints and damage claims.
- Participate in the hiring, discipline, and firing of valets and doormen.
- Liaison with Marriott management for manpower planning, and customer service purposes.

#### **HONORS:**

- 2010- Yuma County Sheriff's Office 'Patrol Rookie of the Year.'
- 2010- Class President Tucson Police law enforcement academy.
- 2007- Honor graduate USMC Sergeant's leadership course.
- 2007- USMC Combat Meritorious promotion to Sergeant.
- 2006- Navy Marine Corps Commendation Medal in Iraq.
- 2006- USMC Meritorious promotion to Corporal.

\*Meritorious promotions are based on merit and require: nomination by unit, selection by command, and competition against selectees from other commands.

#### **VOLUNTEER EXPERIENCE:**

- Camp Erin Children's Grief Camp – Clackamas, OR;
- Portland Rescue Mission – Portland, OR;
- Camp Not-A-Choo Children's Severe Asthma Camp – Yuma, AZ;
- Special Olympics Snow Skiing Instructor – Portland, OR;
- Classroom Law Project Mock Trial – Portland, OR.



# Employment Application

## **City of Falls City**

299 Mill Street, Falls City, Oregon 97344  
Phone: 503.787.3631 Fax: 503.787.3023  
[www.fallscityoregon.gov](http://www.fallscityoregon.gov)

**“An Equal Opportunity Employer”**

## Position

Position Applied For (listed on the job announcement): City Manager	Today's Date: 3/14/2018
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## General Information

Name (Last, First, M.I.): Corthell, Macahan, A	Home Telephone: (503) 708 8035
Mailing Address: 16738 SW Gleneagle Dr #50	Work Telephone: N/A
City, State and Zip Code: Sherwood, OR 97140	Message (if different): N/A
	E-Mail Address: macorthell@lclark.edu
Available For (check all that apply): <input checked="" type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Temporary	Date You Can Report For Work: Part-time: Immediately; Full-time: 5/8/2018

## Education and Training

Name and Location of High School Attended: Quest Academy; Tigard, OR	Diplomas or Certificates Received (check): <input checked="" type="checkbox"/> High School <input type="checkbox"/> GED
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## Colleges, Military, Trade, Business or Other Schools Attended

Name and Location of School	Course of Study (List Major)	Credits Earned		Graduate Yes/No	Type of Deg./Cert. Received
		Qtr. Hrs.	Sem. Hrs.		
A Lewis & Clark Law; Portland, OR	Law		83	May '18	Juris Doctor
B Northern Arizona University; Flagstaff, AZ	Public Management		33	Yes	Bachelor of Science
C Arizona Western College; Yuma, AZ	General Studies	122		Yes	Associate of Arts

## Specialized Skills and Knowledge

List any skills or knowledge that show your ability to perform the job for which you are applying (such computer languages or software programs, foreign languages, etc.):

High level of familiarity with Microsoft Office suite and various other programs and databases used in local, state, and federal government.

Working knowledge of local government law and policy. Extensive experience managing multi-departmental government entities. More than a decade of experience working in public service, assisting in policy development and implementation, handling sensitive and complex issues. Additionally, have a great deal of skill working with private citizens and providing a high level of customer service both in private business, and as a public servant.

Typing Speed (net wpm): 55

## Licenses and Other Information

	Check One	
	Yes	No
Do you have (or can you obtain) a Driver's License? Driver's License Number: 9263116      State: Oregon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you able to perform the essential job functions and/or job duties as outlined in the job description for the position you are applying for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a crime, other than misdemeanors and summary offenses? (If yes, please explain)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you ever been employed by the City of Falls City?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you eligible for employment in the USA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you over the age of 18?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Employment History

**What you write in this section will be used to decide if you meet the qualifications outlined in the job announcement. List all of your job(s) and/or volunteer positions that you have held. Clearly describe all of your duties with as much detail as possible, starting with your most recent job.**

Job Number 1

Employing Firm: Deschutes County District Attorney's Office	Employer's Address: 1164 NW Bond St. Bend, OR 97701	Employer's Phone Number: (541) 388-6520
Your Job Title: Certified Law Clerk- Prosecuting	Supervisor's Name and Title: Mary Anderson, Chief Deputy DA	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties:  Function substantially as a full service criminal prosecutor: make charging decisions, manage a caseload, negotiate pleas, write and respond to motions, try criminal cases and argue contested hearings in court.  Interpret and apply state law, and policies of the Deschutes County District Attorney.		Starting Salary: \$ 15.00/ Hr
		Last Salary: \$ 15.00/Hr
		Employed From (mo/yr): 5/17 To (mo/yr): 8/17
		Reason for Leaving: Summer Clerkship, limited term.

Job Number 2

Employing Firm: Oregon Army National Guard	Employer's Address: 1776 Militia Way SE Salem, OR 97301	Employer's Phone Number: (503) 584-3571
Your Job Title: Law Clerk- Sergeant	Supervisor's Name and Title: Major David Wendell	Full Time (check one): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specific Duties:  Assist in the creation, modification, and implementation of organization wide policy.  Research and generally assist in the practice of employment, administrative, estate planning, contract, and military law.  Perform all duties and maintain all proficiencies of a full-time soldier.  Manage and train subordinate soldiers.  Created and co-presented a Continuous Legal Education course on Elder Abuse and Mandatory Reporting.		Starting Salary: \$ 3,600/ Month
		Last Salary: \$ 3,750/Month
		Employed From (mo/yr): 3/14 To (mo/yr): 3/17
		Reason for Leaving: End of Enlistment Contract.

Job Number 3

Employing Firm: League of Oregon Cities	Employer's Address: 1201 Court St NE #200 Salem, OR 97301	Employer's Phone Number: (503) 588-6550
Your Job Title: Temporary Research Associate	Supervisor's Name and Title: Paul Aljets, Research Manager	Full Time (check one): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specific Duties:  Review, update, and create a database, searchable by charter substance, for every city in the State of Oregon.		Starting Salary: \$ 20/Hr
		Last Salary: \$ 20/Hr
		Employed From(mo/yr): 5/16 To (mo/yr): 6/16
		Reason for Leaving: Project Completed, limited term.

## Employment History

What you write in this section will be used to decide if you meet the qualifications outlined in the job announcement. List all of your job(s) and/or volunteer positions that you have held. Clearly describe all of your duties with as much detail as possible, starting with your most recent job.

Job Number 4

Employing Firm: State of Oregon, Department of Human Services	Employer's Address: 5240 NE Elam Young Pkwy #200 Hillsboro, OR 97124	Employer's Phone Number: (971) 673-5200
Your Job Title: Adult Protective Services Investigator	Supervisor's Name and Title: Doug Colling, APS Manager	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties: Investigate, resolve, and refer allegations of elder abuse in State licensed facilities and the community at large. Interpret and apply Oregon Administrative Rules regarding elder abuse, confidentiality, and facility licensing. Interview victims, witnesses, and suspects. Confer and cooperate with medical professionals. Review medical, financial, personal, and legal documents. Create risk mitigation plans, and work with outside entities to ensure future safety. Seek and support prosecution of abuse that rises to criminality. Manage cases and document investigations. Create and teach an Adult Protective Services familiarization course for elder care facilities.		Starting Salary: \$ 23/Hr Last Salary: \$ 24/Hr Employed From (mo/yr): 11/13 To (mo/yr): 8/15 Reason for Leaving: Started law school full-time.

Job Number 5

Employing Firm: Wellton Police Department	Employer's Address: 28618 Oakland Ave Wellton, AZ 85356	Employer's Phone Number: (928) 785-4887
Your Job Title: Police Officer/ Investigator	Supervisor's Name and Title: Lieutenant David Rodriguez	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties: Patrol assigned area to enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators. Conduct all major crime investigations (see below for those duties), and document all activities.		Starting Salary: \$ 18.50/Hr Last Salary: \$ 19.50/ Hr Employed From (mo/yr): 6/12 To (mo/yr): 6/13 Reason for Leaving: When recruited agreed to give 1 year service. Moved back to OR.

Job Number 6

Employing Firm: Yuma County Sheriff's Office	Employer's Address: 141 S 3rd Ave Yuma, AZ 85364	Employer's Phone Number: (928) 783-4427
Your Job Title: Deputy/ Detective	Supervisor's Name and Title: Sergeant Scott Bjornstad	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties: Compile evidence for criminal investigations by interviewing suspects and witnesses, examining physical evidence, and documenting those activities in written reports and multi-media. Ensure compliance with various laws and legal standards through research, interpretation, and appropriate application of various laws and legal standards. Author search warrants, create service plans, coordinate service teams, manage warrant execution. Utilize various legal processes to obtain and analyze bank statements, phone tolls, hard drive images, and the like. Cooperate extensively with a variety of local, state, and federal agencies. Liaison with Yuma County Prosecutors to strategize in bringing major cases from investigation to prosecution. Train junior officers in a variety of legal, policy, and investigatory topics. Provide extensive grand jury and courtroom testimony.		Starting Salary: \$ 20/Hr Last Salary: \$ 21/ Hr Employed From(mo/yr): 10/09 To (mo/yr): 5/12 Reason for Leaving: Moving back to OR for law school.

Job Number 7

Employing Firm: United States Marine Corps	Employer's Address: MCAS Yuma, AZ 85369	Employer's Phone Number: (928) 269-3206
Your Job Title: Squadron Controller, Quality Assurance- Sergeant	Supervisor's Name and Title: Chief Warrant Officer 3 Justin Fuqua	Full Time (check one): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specific Duties: Manage the maintenance activities of seven aircraft maintenance shops with differing specialties, various qualifications, and varying manpower.  Plan, oversee, and document all aspects of multiple major aircraft repair projects.  Prioritize, track, analyze, and project the maintenance operations of \$400 million in squadron assets.  Control logistics operations of all squadron assets for deployment through personnel direction, communication with carriers, and asset organization.  Ensure legitimacy and proper distribution of maintenance records, and logistics documents.  Audit maintenance tracking to ensure compliance and completion of required work. Certify aircraft "safe for flight," in compliance with Naval flight regulations.  Maintain military proficiency (e.g. marksmanship, fitness, military training and education). Provide personal and professional mentorship to as many as ten Junior Marines at a time.	Starting Salary: \$ 1,200/ Month	
	Last Salary: \$ 4,200/ Month	
	Employed From (mo/yr): 11/04 To (mo/yr): 11/09	
	Reason for Leaving: End of Enlistment Contract.	

**References**

	Reference Name	Phone Number	Relationship	Years Known
1	Jack Odom	(619) 251-4236	Co-Worker, Friend	12
2	David Hewlett	(503) 367-7933	Co-Worker	5
3	Scott Bjornstad	(928) 581-2958	Supervisor, Co-Worker	9
4	David Rodriguez	(928) 446-4991	Supervisor	9

**Certification and Signature**

**- READ CAREFULLY BEFORE SIGNING BELOW -**

*I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between the City and myself, either employment or the providing of any benefit. I understand and agree that if I am offered and accept a position, my employment is at the mutual consent of the City and myself, and can be terminated at will, at any time, with or without notice, and with or without cause, at the discretion of either the City or myself. I also agree to conform to all existing and future City rules and regulations and I understand that the City reserves the right to change wages, hours, and working conditions as deemed necessary.*

*I further acknowledge and understand that no representative of the City has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits or terms and conditions of employment, except as may be specifically set out in a current written agreement.*

*I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentations or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from employment. I authorize this employer, City of Falls City, to make any necessary and appropriate investigations to verify the information contained herein.*

Applicant's Signature:	Today's Date: March 14, 2018
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*Under provision of the Immigration Reform and Control Act of 1986, the City of Falls City requires any person hired or rehired to provide appropriate documentation of identity and eligibility for employment.*

*As an Equal Opportunity Employer, all qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, marital status, age, disability, or any other protected class under State and Federal laws.*

**Additional sheets of paper may be attached to this form to provide further detail or clarification of any portion of the application.**

## VOLUNTARY INFORMATION -

### Affirmative Action Data

The information you provide on this supplement will be utilized by the City of Falls City Personnel Department for Affirmative Action purposes only. Completion of this form is voluntary and information provided will be kept in a confidential file separate from the application form.

Ethnic Category	
Caucasian (not of Hispanic origin) - Those having origins is any of the original peoples of Europe, North Africa or the Middle East.	<input checked="" type="checkbox"/>
African American (not of Hispanic origin) – Those having origins in any of the Black ethnic groups.	<input type="checkbox"/>
Hispanic - Those of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultures or origin, regardless of ethnicity.	<input type="checkbox"/>
Asian or Pacific Islanders - Those having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or the Pacific Islands.	<input type="checkbox"/>
Native American or Alaskan Native - Those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.	<input type="checkbox"/>

Sex: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
Are you disabled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Checking the "yes" box has no effect on an employer's obligation to provide reasonable accommodation under state and federal disability laws.)

### ATTENTION

**ATTACH THIS PAGE TO YOUR APPLICATION MATERIALS  
EVEN IF YOU DO NOT PROVIDE THE VOLUNTARY INFORMATION**

CITY MANAGER - CITY OF FALLS CITY  
INTERVIEWS – April 2018

**Candidate: Julie Osborn**

1. Please take a few minutes and tell us about yourself, explain why you are interested in the Manager position, and explain your qualifications.

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

2. What do you see as the primary responsibilities of a Manager.

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

3. How would you describe your management and leadership style?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

4. What experience do you have working in smaller communities or organizations with limited staff?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

5. Describe your experience with finances including but not limited to paying bills, checking budget to allow for expenditures, Quick Books, etc.?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

6. How do you see yourself relating to employees, advisory committees, the council, and the general public? How will they describe your ability to relate to them?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

7. Describe any experience with keeping minutes under Oregon Public Meetings rules, experience with records retention, and/or handling records requests.

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

8. Do you have any experience writing or managing grants?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

9. Describe any experiences you have had in actively negotiating a contract or any other issue at the bargaining table. If you do not have direct experience, how would you describe your approach to negotiation?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

10. What will your first steps be upon assuming responsibility in this position?

<b>Rating:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	Poor				Satisfactory					Excellent

11. Do you have any questions for us?

**Notes:**

**Comments:**

\_\_\_\_\_  
Signature of Rater

5965 Trail Ave NE  
Keizer, OR 97303

(503) 502.8668  
E-mail: alwayzoz101@yahoo.com

## Julie A. Osborn

### Experience

**City of Salem Neighborhood Advancement Division**  
**Staff Assistant**

Salem OR  
08/17 - Present

Recipient of public records requests, as the Designated Records Manager for requests involving areas in the Multifamily Housing Inspector, Code Enforcement, and Neighborhood Enhancement areas. Technical writing and editing of correspondence, reports, and other material on general and technical topic. Act as official recorder at all Code Enforcement Hearings Officer cases and appeals. Timely responses to various concerns and inquiries surrounding the work of Community Developing and Compliance Services, explaining code, policies, and procedures. Coordinate and manage complex multifamily inspection scheduling. Preparing reports, statistical materials, and analyze information. Compose, post, correct and balance various financial related documents such multifamily housing billing, neighborhood association communication funds, budget materials, and purchase orders. Manage permit data and financial databases of contractual funds and audit accounting and tracking of fund expenditures.

**Multnomah County Health Department**  
**Administrative Analyst NR to the Director**

Portland OR  
9/15 – 6/17

Professional management support: Confer with management staff to assist in identifying financial, personnel and materials needs and problems; attend meetings at manager's direction; serve as liaison between the manager, the public, and other County agencies; coordinate administrative or program-related projects with other divisions and departments and with outside agencies; respond to correspondence; research and respond to citizen complaints and questions. Budget -Coordinate the development of the budget and program offers for Director and Deputy Director. Responsible for gathering data and prepare budget forms. Project revenues and expenditures for budget forecasting. Monitor budgets throughout the year; responsible for problem resolution before reporting issues to Director or Deputy Director. Participate in identifying, preparing, and processing budget modifications. Review, analyze, and interpret contracts and grant applications for conformance to County policies and procedures. Prepares revenue and expenditure reports. Process all travel and training requests that come to Director and Deputy Director. Maintains sponsorship requests and coordinates processing for payment, for the Director and Deputy Director. Coordination of personnel administration for Director and Deputy Director and direct report managers. This includes, but is not limited to: Confidential research for salary issues of high level staff for Director and Deputy Director decisions for direct reports. Set up interview panels and schedule panelists; create content for interview questions and distribute applications and questions to panelists as needed. Schedule and coordinate space for large internal and external meetings, retreat locations, monthly leadership trainings. Sets up orientations for newly hired direct reports. Maintains vacation/conference schedules for the Director and direct reports. Schedule yearly evaluations for the Director and direct reports. Bargaining representative for the director's office.

**Multnomah County Board of Commissioners**  
**Office Manager/Staff Assistant to Chair Kafoury**

Portland OR  
9/14 – 9/15

Office Management duties including: maintains Chair's and Chief of Staff's calendars. Responds to and routes constituent calls. Maintains exclusion list (Chair provides oversight to exclusions). Routing and processing documents. Routes internal and external correspondence to other County offices (e.g. notices to taxing districts, official correspondence from other municipalities, etc.). Provides exclusion and constituent issues update at schedulers meeting. Maintains Chair's electronic correspondence files and transfers Chair's office records to Archives when appropriate according to records of retention schedule. Contributes to Chair's Office Constituent Log. Maintains paper files of Executive and Administrative Rules, as well uploads digital file to public website. Finance: Approver for non-departmental cost centers for purchase requests made through Multco Marketplace. Coordinates procurement, special events, and in person speaking engagements for the Chair. Human Resources: Liaison to the HR directors. Provide updates on personnel and payroll changes. Facilities: liaison to director for facilities and point of contact for issues in the lobby and in the Chair's Office. Facilities processing of Executive and uploads all new Executive Rules. IT and Telecom Liaison and Network approver for Chair's office. Member of

received  
4/4/18  
JG

Multnomah Building Security Committee. Member of Multnomah Building Safety Committee. Staff Assistant duties , policy review, and special projects as assigned.

**Multnomah County Mental Health & Addiction Services  
Administrative Specialist to the Director**

Portland, OR  
8/12 – 9/14

Confers with management staff to assist in identifying financial, personnel and materials needs and problems; attends meetings at directors request representing the Department or Division; serves as liaison between the Director, the public, staff, and other County agencies; coordinates administrative or program-related projects with other divisions and departments and with outside agencies; responds to correspondence; researches and responds to citizen complaints and questions. Acts as staff to advisory Boards, committees, and other community or professional groups that are concerned with the content and funding of programs managed by the Department or Division. Prioritizes, summarizes critical or urgent issues directed to the department or division manager; directs inquiries, from the public, employees, supervisors, and other agency staff; to appropriate individuals other than the manager. May prioritize, reallocate time and schedule for department or division executive manager.

**Reliant Resources LLC  
Construction Manager (Independent Contractor)**

Tualatin OR  
08/11 – 12/14

Reviewed, change orders & submittals with project team to determine compliance with contract documents & changes in schedules and/or workflow. Facilitated effective communication between owners, architects, engineers, sub-contractors & other vendors to eliminate disputes and work stoppages. Business Development, sales & marketing, budget estimating, coordination, and compliance inspection of all commercial & residential construction projects.

**Oregon Department of Transportation  
Executive Support Specialist 1/Fleet Services/Risk Claims Specialist -  
(Limited Duration)**

Salem OR  
10/10 to 7/11

Provide administrative and confidential support to the Fleet Services Manager and the management team related to calendar activities, fleet management team meetings and agendas, finalizing documents for correspondence or maintenance of employee files. Ensure efficient flow of information and requested data. Handle all records management concerns on behalf of the Fleet Manager. Coordinate processes with other agencies. Respond to information inquiries on behalf of the Fleet Services Manager and his management team. Liaison between fleet staff and management. Participate in the hiring process and recommend hiring. Process and maintain Risk Claims for ODOT Fleet equipment statewide. Acts as the liaison between field crews and Department of Administrative Services (DAS) Risk Management and ensures that field crews follow DAS Risk Management claim guidelines. Creates risk expenditure accounts (EAs) for coding of repairs to fleet equipment. Reviews risk claim EAs to ensure proper charges from field crews and payment from DAS Risk Management. Develop and coordinate accurate record keeping process with field crews by providing research, data collection, generate reports, outline all pertinent information and initiate risk claim through DAS. Prepare Property Disposition Requests (PDR) for all fleet surplus equipment and provides back up for surplus office equipment PDRs. Process quarterly inventory reports for Asset Coordinator. Responsible for processing transactions in Transportation Environment Accounting and Management System (TEAMS). Responsible for maintaining and updating information in the Equipment Management System (EMS) and maintain very high degree of accuracy in data input for consistency of systems.

**Portland State University Finance & Administration  
Executive Assistant to the Associate Vice Presidents**

Portland OR  
2/09 to 9/10

Assists the Associate Vice Presidents (Controller & Planning/Partnerships) in all aspects of the business & support functions of the University: research, report & presentation preparation including statistical & economic data related to audits, information technology, real estate, construction, & employment issues (union & non-union). Scheduling meeting coordination, event preparation, & related meeting preparation. Route/track customer requests, vendor/service provider contracts. Prepare, maintain, update, interpret & distribute confidential correspondence campus wide using the SunGard Banner system. Work with other members of Finance & Administration team members as back up on all common office duties. Supervise part-time student, temporary, and/or unclassified office staff. Manage the AVPs functions including budgeting, organizing information, maintaining administrative systems, accounts payable, & reception

functions. Coordination annual promulgation of fines & fees for the University. Administrative Rule promulgation. Other duties & small scale project management as assigned. Notary Public.

**Aerie Construction LLC**  
**Owner**

Portland OR  
01/07 – 08/10

Business Development, sales & marketing, budget estimating, coordination, and compliance inspection of all commercial & residential construction projects. Facilitated effective communication between owners, architects, engineers, sub-contractors & other vendors to eliminate disputes and work stoppages. Reviewed, change orders & submittals with Project Management teams to determine compliance with contract documents & changes in schedules and/or workflow. Conducted effective communication with municipalities, consultants, contractors, tenants to eliminate disputes and work stoppages. Prepared & distributed contracts, database management, purchasing, preparation & review of budget, inventory tracking, & bid document control. Attended public and private job walks and/or bid runs. Submitted plans and specifications to permits department. Research zoning, city and county land codes, owner information and owner land recordings with counties in Oregon, Washington, and Idaho to evaluate design build options. Technical writing, proofing, & implementation of office policies, procedures, subcontractor insurance tracking, O&M manuals, RFPs, RFIs, Lien notices, MSDS operations, & company forms. Company payroll/AR/AP. Notary Public.

**OHSU**  
**Surgery Coordinator**

Portland, OR  
9/05 to 12/06

Coordinated all laser eye surgery/follow up care schedules with Techs/Physicians. Business development, marketing, public relations, special events planning, scheduling, data entry, filing, phones, customer service, A/R, billing, and EPIC template maintenance. Maintained yearly calendar for patient education/co-presenting Laser Correction educational lectures & all physicians meetings. Prepare financing applications. Database management, procedures/policies manual updates & distribution. Supervision/training of administrative staff & supervision/coordination of Technicians schedules.

**S.D. Deacon Corp. of Oregon**  
**Project Assistant**

Portland, OR  
7/98 to 9/05

Public relations, networking, events planning, and developing key relationships w/ clients and subcontractors. Training/supervision of administrative staff. Budget review, maintenance, and change order processing. Conducting bid runs for public and private jobs, submitting plans and specs to the permits department. Attending public and private job walks. Research zoning, city and county land codes, owner information and owner land recordings with Counties in Oregon and Washington to evaluate design build options. Preparing subcontract documents, maintained a tracking/filing system, and entered data into MSProject. Database Management, updating/defining preliminary job information, upcoming bid dates, and availability of bid documents. Assisted all project managers, estimators, project engineers and support staff with contracts, LOIs, Lien Waivers, bid document control, RFIs, RFP's, O&M manuals, as-builts drawings & general correspondence. Notary Public.

**State of Oregon Employment Department**  
**Veteran's Employment Assistant**

Portland, OR  
9/95 to 6/98

Conducted extensive case management, maintained or update, and analyzed Veteran's employment status/history/KSA's to find the best fit employer and position for my candidates. Directed workshops and in-class presentations for new applicant orientations to further refine employer/employee job search results, restructure resume styles that closely match position job seekers abilities & the kinds of employess that employers were looking for. Addressed candidates facing multiple barriers to developed best fit positions by working with partnering agencies to be able suggest housing options, vocational rehabilitation, continuing education, return to school programs, & counseling services. Provided Outreach services at all campus locations of Portland Community College & various satellite offices locations such as the VA Rehabilitation Office, Vet Center, VA Hospital, and Homeless Veterans Reinroduction Program center in order to meet those individuals who are not able to travel to onsite locations and better create options to fit time into their busy challenging schedules. Supervised and placed candidates for the Federal Workstudy program. Established and maintained confidential work relationships with clients, staff, employers. Provided career coaching, consulting services, conducted daily initial intake interviews. Managed and updated Federal and State Regulations Library system. Assisted with processing job orders and created a database for the Federal Contractor Job Development and Information Network.

**Education:**

Portland State University  
Bachelor of Science Degree in Psychology

November 2001

Portland Community College  
Associate of Arts & Associate of Science Degree in Psychology

March 1998