

Application for Appointment

Profile

Which Boards would you like to apply for?

Library Board: Submitted

Miss Kari Linder
 Prefix First Name Last Name Suffix

Email Address _____

Home Address _____ Suite or Apt _____
 Oregon City OR 97045
 City State Postal Code

Primary Phone _____ Alternate Phone _____

5 months
 How long have you lived in Oregon City?

Work Experience

City of Lake Oswego Deputy City Recorder
 Employer Job Title

2 years
 How long have you worked for this company?

Work Address and Phone Number

380 A Ave. Lake Oswego, OR 97034

Work Experience

I've worked in local government for the past two years at the City of Lake Oswego. A year ago I was promoted to the Deputy City Recorder position in the City Manager's office. I oversee the recruitment, training and orientations for our 11 Boards & Commissions as well as records management, support to our Mayor and Council and administrative duties for our City Manager's office. I was recently selected to be a part of the Leadership Lake Oswego program to continue developing my professional and leadership skills. I'm also working towards my CMC - Certified Municipal Clerk, which is a two year program, that I'm half way through.

Education

Please list out any High School, Secondary Education, Trainings, and Colleges, along with years completed.

BS from Portland State School of Business - double major Marketing & Advertising Management - 2003 (3 years) AA from Skagit Valley Community College - General Studies - 1999 (2 years) Anacortes High School Graduate - 1997 (4 years)

Bachelor of Science double major
in Marketing and Advertising

Degrees

Working on my CMC - Certified
Municipal Clerk

Certifications

Community Involvement

Describe volunteer activity within this or other communities

Although I don't currently serve on any committees for the City of OR City, I am currently serving on the Safety Committee through the City of Lake Oswego as well as the Records Management Committee through the Oregon Association of Municipal Recordors (OAMR). In the past I've served on the People's Choice Committee through the City of Lake Oswego's Arts Council and have just been asked to serve on the Gallery Without Walls selection committee.

Do you presently serve on a City board or committee?

Yes No

If yes, which board or committee?

Interest Statement

Explain your interest in this board/committee and why you think its issues are important

I'm a new resident of Oregon City and looking to get involved and more involved in the community. I'm an avid reader and a frequent patron of the library system. I have a passion for reading and helping youth have access to the materials and programs to aid in their academic success. I believe the library is a beacon in the community and the hub of information and the people of the city it serves. I'd like to be a part of continuing the thriving and robust library of Oregon City and the achievement of its goals.

List any relevant experiences, skills, or interests that have helped to prepare you for a position on this board or committee

I'm a frequent patron of the library system and work in local government and also have an understanding of the role the library board has in advising Council to make good decisions that impact the library and it's patrons. I strongly support any efforts to expand programs the library offers and access the community has to the library. Making it convenient for all citizens of Oregon City to participate in the great resources of the library is important to me as well.

Additional information

Thank you for your consideration.

Resume

[2018 OR Library Board -
Kari Linder.docx](#)

Upload a Resume

Information

Membership on City advisory boards, committees and commissions are open to all interested citizens subject to the qualifications determined by each individual committee, board and commission as necessary for the conduct of its business. There shall be no discrimination of applicants based on race, color, religion, sex, age, national origin, physical or mental disability, marital status, family status, status as a Vietnam-era or special disabled veteran, or membership in any other group protected by law in accordance with applicable federal, state and local laws. The City of Oregon City encourages participation in its affairs by all people, especially those who are represented in public involvement.

The information requested herein becomes public record upon submittal. A written request to not disclose certain information may be submitted to the City Recorder's Office for consideration.

Please Agree with the Following Statements

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to appoint me, or for removal should I be appointed. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my employment, education and qualifications for appointment. I also authorize you to request and receive such information. In consideration for my appointment, I agree to abide by Federal and State law along with the rules and regulations of the City.

I Agree *

Kari Linder

BY TYPING YOUR NAME BELOW YOU ARE
AGREEING ALL THE INFORMATION PROVIDED
WITHIN THIS APPLICATION IS TRUE.

KARI L. LINDER

Oregon City, OR 97045

Telephone:

E-mail:

Objective: To obtain a position on the Library Board where I can apply my education, local government experience and interpersonal skills to achieve the goals of the City of Oregon City Public Library.

- Professional Experience**
- City of Lake Oswego** Lake Oswego, Oregon *Deputy City Recorder* 11/16-present
- Provided executive level administrative support for the City Manager, Mayor and Council
 - Managed the City's eleven Boards & Commissions including recruitment, appointment, training and retention while developing the administrative manual and procedures for the staff liaisons
 - Maintained the budget for the City Manager's Office, Redevelopment Agency and City Council including the processing and tracking of invoices, contracts, purchase orders and balance sheets
 - Coordinated a variety of public relations activities and special events for the City and LO University
 - Responsible for the daily operations of the City Manager's Office and facilitating a seamless flow of internal and external communication
- Athey Creek Christian Fellowship** West Linn, Oregon *Administrative Assistant* 06/07-12/12
- Provided administrative and business support for the finance office as well as key executive positions of the pastoral team
 - Maintained the finance pastor's calendar – planned and scheduled meetings, teleconferences, and travel accommodations for out of town business appointments
 - Prioritized and documented time sensitive and highly confidential material for finance office
 - Supervised and trained front office staff and their daily duties as well as enhanced communication between office and pastors, fostering a sense of teamwork and collaboration
- Christler Chemical & Plastics** Wilsonville, Oregon *Account Manager* 06/06-06/07
- Provided responsive, customized, technical, and knowledgeable customer service support for outside Sales Engineers and their accounts
 - Developed positive and productive relationships with customers, vendors, and prospective clients
 - Responsible for inventory management, supply chain management, custom reporting, sample and color match processes for multiple accounts
- Lile International Companies** Tualatin, Oregon *HVP Account Coordinator* 08/02-06/06
- Planned, coordinated and implemented a High Value Products Navision training program for current and new employees in two branches within the company
 - Responsible for supporting several key functions of the Operations department including: branch manager, dispatch, and sales
 - Prepared and generated revenue data for further analysis by the accounting department
- Computer Skills** MS Suite including Word, Outlook, Excel, Access, and Accela government site
- Education** **Portland State University** Portland, Oregon
Bachelor of Science School of Business Administration 2003
Double Major: Marketing & Advertising Management