

Board, Commission or Committee
Application



General Information

Name of Board, Commission or Committee: Law Library

Applicant Name: Jennifer Green

Home Address: 9070 Linden Oak St City Las Vegas Zip 89178

Mailing Address: Same City _____ Zip _____

Home Phone: [REDACTED] Cell Phone: [REDACTED]

Work Phone: [REDACTED] Fax: -

Email Address: [REDACTED]

Employer: Clark County Occupation: Director

Availability

Please provide the times you are available to serve on this Board/Commission/Council.

Monday-Thursday, 8:00 am to 6:00 pm

Relevant Affiliations

Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and the term of appointment. If you were appointed by an individual and not by a local jurisdiction please include that information.

None

Skills and Experience

Please provide a brief description of your qualifications; include any special skills, interests, experience or training which you possess that would benefit the work of this Board, Commission or Council:

16 years of experience with Clark County and local government operations

11 years of experience in Finance

Please attach a **required** resume/letter of interest.

I certify that the information provided is true and accurate to the best of my knowledge.

Save Form

Reset Form

Print Form

12/07/2023

Signature

Date

You may deliver this application to the Clark County Administrative Services Department, 6th Floor, Clark County Government Center, 500 South Grand Central Parkway, or mail to the following address:

Administrative Services Department – 6th Floor Attn: Agenda Coordinator

P. O. Box 551712, Las Vegas – NV 89155-1712

(This document becomes a public record once it has been received by Clark County.)



[REDACTED]



[REDACTED]



Las Vegas, NV

EDUCATION

October 2006
MASTER DEGREE IN BUSINESS
ADMINISTRATION (MBA)
University of Phoenix

June 2003
BACHELOR OF SCIENCE IN FINANCE
Emphasis in Financial Services
University of Nevada, Las Vegas

June 2003
BACHELOR OF ARTS IN PSYCHOLOGY
University of Nevada, Las Vegas

SKILLS

Software (MS Office, SAP, Adobe)

Data Analysis

Policy Implementation

Benchmarking and Research

Process Analysis and Improvement

Staff Development

EXPERIENCE

September 2023 - Present
DIRECTOR OF BUDGET AND FINANCIAL PLANNING, CLARK COUNTY
Oversee the budget and financial planning process for Clark County and coordinate with outside agencies that comprise the Clark County budget.

June 2023 – September 2023
DEPUTY DIRECTOR FINANCE, CLARK COUNTY
Managed projects concerning countywide service delivery involving the span of divisions in the Finance department.

December 2019 – June 2023
MANAGER OF ACCOUNTING SERVICES, CLARK COUNTY
Managed our payroll, timekeeping, employee records, and accounts payable divisions through process evaluation and improvement, implementation of new or modified federal, state or local requirements related to payments and support of professional development and training.

July 2017 - Present
PRINCIPAL MANAGEMENT ANALYST, CLARK COUNTY
Directed and supported the day-to-day operations of our payroll, timekeeping, employee records, and accounts payable divisions to include contract interpretation, research of historical practices, federal, state and local law, working with our technical staff on system issues, and providing direction to our departments on matters related to policy, payments and payroll in order to ensure compliance.

April 2014 – July 2017
SENIOR MANAGEMENT ANALYST, CLARK COUNTY
Oversaw Organizational Management (OM) including position management and ad hoc data analysis and reporting with payroll implications. Assisted with budget and fiscal processes such as preparing the position forecast, maintaining PowerPlan software, preparing the schedule 2 for inclusion in the annual budget submission and fiscal analysis of bargaining unit contracts. Responsible for the Department of Finance recruitment activities and labor relations.

September 2012 – April 2014
EMPLOYMENT SYSTEMS COORDINATOR, CLARK COUNTY
Supported Organizational Management (OM) functions to include position management and ad hoc data analysis and reporting to include payroll implications. Oversaw the County Manager’s performance measurement project including statistical data modeling. Acted as budget analyst for the Department of Administrative Services, Citizen Review Board, Intergovernmental Relations, Office of Appointed Counsel, Office of Diversity, and miscellaneous funds associated with contracts with outside entities. Responsible for the Department of Finance recruitment activities and labor relations.