



Las Vegas-Clark County Library District **Board of Trustees Application**

(Note: This document and accompanying materials become public record once received by Clark County.)

The Las Vegas-Clark County Library District (Library District) was formed in February 1985 to consolidate the City of Las Vegas and Clark County Library Districts. The purpose of the Las Vegas-Clark County Library District Board of Trustees (Board of Trustees) is to establish, supervise, and maintain a library system, including the annual preparation of the budget. The Board of Trustees appoints the Library's Executive Director and has the authority to make policies.

The Board of Trustees consists of ten (10) members, five (5) appointed by Clark County, and five (5) appointed by the City of Las Vegas. The Board of Trustees is an independent authority and does not report to the Clark County Board of County Commissioners nor to the Las Vegas City Council.

Members serve four-year (4-year) terms and may not serve more than two (2) consecutive terms.

Application Overview:

If you are interested in applying for membership on the Board of Trustees, please complete the application below. If you have any questions related to the Board of Trustees or the application process, please email AdministrativeServices@ClarkCountyNV.gov.

Full Name (First, Middle Initial, Last): _____

Home Street Address: _____

Home Address City/State/Zip Code: _____

Mailing Address: _____

Mailing Address City/State/Zip Code: _____

Employer: _____

Occupation: _____

Email Address: _____


Best Daytime Contact Phone: _____

Relevant Affiliations: Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and term of appointment. If you were appointed by an individual and not by a local jurisdiction, please include that information. If you need additional space, please attach an additional sheet of paper.

Skills and Experience: Please provide a brief description of your qualifications; include any special skills, interests, experience, or training which you possess or have completed that would benefit the work of the Board of Trustees. If you need additional space, please attach an additional sheet of paper.

A resume or letter of interest is REQUIRED. Please attach it to this application.

I certify that I am a resident of the consolidated Library District. I verify by my signature below that all statements made on this application, as well as any information attached hereto, are true and complete to the best of my knowledge. I understand that an electronic signature has the same weight and effect as a handwritten signature. Furthermore, I understand that an incomplete application and any modifications to this application will not be accepted or considered.



Signature Date

Your signed application must be received no later than 5:30 pm on February 5, 2025. Please allow appropriate time if mailing.

Hand Deliver Application to:

**Clark County Department of
Administrative Services
6th Floor
500 S. Grand Central Parkway
Las Vegas, NV 89155**

Mail Application to:

**Department of Administrative Services-
6th Floor
Attn: Agenda Coordinator
P.O. Box 551712
Las Vegas, NV 89155-1712**

Email Scanned Copy to:

AdministrativeServices@ClarkCountyNV.gov

Harry D. Williams Jr.

6335 Hotchkiss Court • Las Vegas, Nevada 89110

Cell: [REDACTED]

Email: [REDACTED]

Summary of Qualifications

- Possess a multi-faceted variety of experience developing, implementing, and coordinating programs and events for communities
- Extensive experience preparing and writing grants and seeking budgetary funding
- Knowledge of federally funded entitlement programs and community development processes
- Experience producing effective reports and proposals
- Possess outstanding communication, organization, and writing skills
- Extensive experience, knowledge, and awareness of working and interacting with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds
- Experience and ability to supervise and implement independent decision-making
- Ability to interpret and apply rules, regulations, policies, and procedures
- Extensive experience and knowledge of various computer programs and related software such as Microsoft Word for Windows, Excel, Access, Outlook, and Publisher; Word Perfect, Arc View, Hansen, Corel, Adobe Photoshop & Page Maker, GroupWise, "E" based programs and The Internet

Work Experience

City of Las Vegas

Neighborhood Planner

06/05 - Present

- Attend and participate in community and neighborhood meetings to gain an understanding of issues and existing resources in evaluating neighborhoods for community development opportunities
- Maintain familiarity with the development of assigned geographic areas through neighborhood meetings, the development review process, and community contacts
- Provide assistance and establish and maintain productive and professional working relationships with community leaders and various elected officials, staff, developers, and the business community as a whole
- Maintain an understanding of group interests and perspective
- Research various ways to coordinate resources to accomplish positive change

- Identify active members of the community to assist in developing potential for neighborhood advancement
- Assist in creating neighborhood groups, steering committees, and various boards and commissions
- Lead and participate in evaluating and strategic development of new and existing neighborhood organizations
- Respond to inquiries and questions related to neighborhood issues and concerns
- Analyze and compile technical and statistical information for special studies and reports
- Develop, administer, and analyze neighborhood and organization surveys to evaluate neighborhoods needs and issues

**Clark County Parks & Community Services
Neighborhood Services Specialist**

10/03 - 06/05

- Lead, direct, and participate in evaluating neighborhoods for community development opportunities and revitalization programs
- Organized and implemented a multiplicity of community and neighborhood programs and activities
- Developed, prepared, and administered neighborhood survey projects
- Coordinated and facilitated neighborhood organization processes and service projects
- Created and developed a budget outlining costs related to proposed projects
- Addressed concerns regarding neighborhood-specific issues
- Collected and recorded statistical and demographic information
- Created and maintained an extensive and comprehensive database
- Prepared clear and concise correspondence, including a variety of reports and proposals
- Served as the lead person on neighborhood college, congress, and various committees
- Supervised and managed staff members to ensure efficient and effective programming within all aspects of neighborhood communities
- Established and maintained effective working relationships with various constituents and leaders within the community
- Contributed effectively to the accomplishment and vision of the team on all unit goals, objectives, and activities

**Clark County Parks & Community Services Neighborhood Justice Center
Mediation Specialist II**

01/00 - 10/03

- Developed and directed the development of comprehensive school conflict management programs and community-based conflict resolution services

- Conferred with school entities, community organizations, neighborhoods, and service professionals to identify conflict areas, resolution, or mediation intervention
- Acted as a specialist with schools and the community to develop confidence in programs and to encourage participation
- Developed guidelines and parameters for the selection of program participants
- Provided ongoing support to school faculty and staff to complement program administration
- Developed materials, methods, and techniques to meet the needs of schools and the community
- Conducted a multi-faceted arena of orientation sessions, workshops, presentations
- Provided extensive training for school staff, parents, peers, and community members to complement program implementation
- Maintained detailed written documentation of program status based on program elements
- Prepared a variety of correspondence, including statistical reports
- Maintained and nurtured an effective and positive working relationship with school districts, community service agencies, neighborhoods, and schools
- Contributed to the overall efficiency of the organization

Clark County Detention Center
Juvenile Detention Assistant
9/99 - 01/00

- Supervised juveniles in court-appointed facilities and treatment program
- Administered program policies and procedures
- Documented and monitored daily activities
- Oversaw and enforced rules and regulations
- Responded to and resolved concerns and complaints

Center for Independent Living
Day Treatment Coordinator
6/99 - 01/00

- Managed a program budget, including grant writing and reporting
- Implemented, facilitated, and organized daily activities for treatment and residential programs for at-risk children
- Initiated employment and vocational assessment and training programs
- Processed treatment plans and discharge summaries
- Maintained daily case management reports
- Produced and reviewed monthly and quarterly progress reports
- Supervised and maintained documentation for medication compliance
- Managed certification training reports and licensing data
- Maintained confidentiality of medical and legal documents

Sierra Nevada Job Corps Center
Work Experience Specialist
9/98 - 6/99

- Maintained effective public relations with a variety of community organizations and groups
- Implemented and maintained working relations with potential sites for the school work program
- Coordinated and initiated job placement for individuals in the program
- Maintained weekly employer status reports
- Determined students eligible to participate in special programs
- Provided orientation of program and expectations to new students

City of Reno Parks, Recreation & Community Services Division
Youth Service Division Manager
9/97 - 9/98

- Managed a program budget, including grant writing and reporting
- Produced, maintained, and researched state and federal grants
- Maintained a \$1,000,000 budget for various recreation programs and community centers
- Developed, coordinated, and implemented strategic plans and various activities for the youth services division
- Allocated grant funds to various recreation programs
- Assessed recreational needs for youth service programs
- Coordinated and managed parks and recreational activities
- Served as city representative before local agencies, special interest groups, and the community
- Researched, implemented, and marketed programs
- Interacted and maintained positive rapport with members of the local government, including city and county officials
- Supervised and trained full-time staff
- Developed and maintained a resource directory of program support services
- Facilitated events to ensure proper participant and staff safety
- Investigated complaints, identified problem areas, and recommended viable solutions
- Attended meetings and served on various committees

Rite of Passage, 24-Hour Alternative School
Case Manager/Unit Manager
7/89 - 9/97

- Developed and directed the development of comprehensive conflict management programs

- Managed a program budget, including grant writing and reporting
- Assisted and operated a residential treatment facility for at-risk children
- Developed, facilitated, and coordinated a variety of training, educational, recreational, and behavior-modification services and programs
- Supervised and trained full-time staff
- Analyzed and administered athletic-based programs and activities to motivate students
- Maintained client case records and confidential files
- Served as a mediator, counselor, and advocate for students
- Positively promoted at-risk youth programs to social service agencies and maintained positive rapport with various agency personnel and officials
- Communicated and interacted with members from local government agencies, including county and city officials, judges, probation officers, and the general public, regarding the coordination of programs and treatment issues
- Served as community service agencies liaison and provided resource referral
- Initiated and secured internships and job placement opportunities for students upon graduation
- Assessed and responded to grievances with written responses and provided effective solutions
- Enforced policies, procedures, rules, and regulations
- Prepared statistical reports and proposals
- Attended meetings, conferences, and seminars

Education

Master of Public Administration 2007

University of Nevada, Las Vegas • Las Vegas, Nevada

Certificate in Public Administration - (2005)

University of Nevada, Las Vegas • Las Vegas, Nevada

Bachelor of Arts, General Studies (1990)

The University of Nevada, Reno • Reno, Nevada

Associate of Arts, Criminal Justice (1987)

Monterey Peninsula College • Monterey, California