



Town Advisory Board (TAB)/ Citizens Advisory Council (CAC) Application

Name of the TAB/CAC Applying for: Sunrise Manor

TABs and CACs were created to assist the Board of County Commissioners in an advisory capacity with the decision-making process in the governance of the unincorporated towns and areas of Clark County. There are 8 TABs and 6 CACs that are appointed by the County Commission and 5 TABs that are elected. Each TAB or CAC consists of area residents that serve without compensation for two-year terms and attend regularly scheduled public meetings throughout the year.

Full Name: Harry D Williams Phone Number: [REDACTED]

Email Address: [REDACTED]

Home Address: 6335 Hotchkiss Ct. Las Vegas, Nevada 89110

Mailing Address: 6335 Hotchkiss Ct. Las Vegas, Nevada 89110

Employer: City of Las Vegas Occupation: Liaison/Neighborhood outreach Specialist

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

- To be eligible to serve, you must be both a qualified elector (eligible to vote) and a resident of the unincorporated town or area encompassed by the TAB or CAC. Before you continue, please indicate if you meet the eligibility requirements: Yes No

- Meeting days, times, and frequency vary from one TAB/CAC to another. The schedules are listed here: https://www.clarkcountynv.gov/government/departments/administrative_services/town_liaison_services/tab_cac_information.php

If appointed, will you be able to attend meetings on a regular basis? Yes No

- Have you attended a Planning Commission or County Commission meeting? Yes No

- Have you attached the REQUIRED resume or letter of interest? Yes No



For the following questions, please feel free to attach additional pages as necessary.

Have you attended a TAB or CAC meeting in Clark County? Yes No

If so, which one and what was your experience?

I am presently the Chairperson for the Sunrise Manor TAB, and the experience has been excellent.

Please list any boards or committees that you currently serve on:

Sunrise Manor TAB

YNAPP Board for the City of Las Vegas appointed by Councilman Cedric Crear

Alternate on the CDAC Board

Why are you interested in becoming a member of your TAB or CAC?

I have worked for the city of Las Vegas for 17 years and Clark County for five years. I would bring a wealth of experience in planning, neighborhood issues, code enforcement, parks and recreation, public works, operation, and maintenance. I have spent the past 15 years working directly in the Ward 5 council office under former Commissioner Weekly, Councilwomen Brenda Williams, Councilman Ricki Barlow, and Councilman Cedric Crear. I have relationships with county, local, and federal jurisdictions, giving me a wealth of knowledge to deal with complex issues. I also worked for five years as a mediation specialist with the CC and developed mediation skills.

I would also like the opportunity to continue serving on the TAB and representing the residents of Sunrise Manor.

I verify by my signature below that all statements made on this application, as well as attached information, 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. I understand that an incomplete application or any modifications to this application will not be accepted or considered.

Harry D Williams
Harry D Williams (Sep 24, 2024 12:06 PDT)

Sep 24, 2024

Signature

Date

You can submit your application and resume/letter of interest by fax to 702-455-3558, by email to AdministrativeServices@ClarkCountyNV.gov or by mail to: Clark County Administrative Services
Attn: Agenda Coordinator
500 S. Grand Central Pkwy, 6th Floor
Las Vegas, NV 89155

Harry D. Williams Jr.

6335 Hotchkiss Court • Las Vegas, Nevada 89110



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 working and interacting with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds
- Experience and ability to supervise and implement independent decision-making
- Ability to interpret, apply rules, regulations, policies, and procedures
- Extensive experience and knowledge of various computer programs and related software such as Microsoft Word for Windows, Excel, and 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 process and service projects
- Created and develop budget outlining costs related to proposed projects
- Addressed concerns regarding neighborhood-specific issues
- Collected and record statistical and demographic information
- Created and maintain 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 and congress and various committees
- Supervised and manage staff members to ensure efficient and effective programming within all aspects of neighborhood communities
- Established and maintain 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 direct 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 compliment 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 facility 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, 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 review monthly and quarterly progress reports
- Supervised and maintain 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 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 services 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 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 including judges, probation officers, and the general public regarding coordination of programs and treatment issues
- Served as community service agencies liaison and provide resource referral
- Initiated and secured internships and job placement opportunities for students upon graduation
- Assessed and responded to grievances with written responses and provide 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